

## Functional Resume – Worksheet

(This is a general format. Not all items are necessary)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_

**OBJECTIVE** \_\_\_\_\_

Be specific. List the position title and company name

### SUMMARY OF QUALIFICATIONS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Use three or four bullets to highlight qualifications listed in job announcement

### EDUCATION

College \_\_\_\_\_ Major \_\_\_\_\_ Date \_\_\_\_\_

### RELEVANT SKILLS

Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List skills related to the position

Accomplishments

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Awards and special recognition

Responsibilities/Leadership

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List current and/or past leadership roles

### EMPLOYMENT HISTORY

Title \_\_\_\_\_ Company \_\_\_\_\_ Dates \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_ Dates \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_ Dates \_\_\_\_\_

**For assistance make an appointment with the Career Services staff**

Santiago Canyon College \_ Career Services \_ D-106 \_ Tel: (714) 628-4805

# SUSAN SEEKER

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**OBJECTIVE** To acquire a position as a receptionist at the O.C. Register

## SUMMARY OF QUALIFICATIONS

- ❖ Three years effective customer service skills
- ❖ Enthusiastic, personable, professional in appearance and manner
- ❖ Strong communication and organizational skills
- ❖ Fluent in German, French and English

## EDUCATIONS:

<b><u>Santiago Canyon College,</u></b> Major: A.A., Business Office Administration	Orange, CA	Present
<b><u>Regional Occupational Programs,</u></b> Certificate of Completion – Microsoft Office Applications	Orange, CA	May 2009

## RELEVANT SKILLS:

### Skills

- Greet and acknowledge customers in a warm and friendly manner
- Answer multi-line phones with professional greeting
- Able to type 50wpm
- Knowledgeable in various computer systems, including MS Word, Excel
- General working knowledge of business machines and equipment

### Accomplishments/ Awards

- Santiago Canyon College Dean's list
- Student Recognition Award
- Santiago Canyon College Student Leadership Certificate

2013  
2012  
2012

### Responsibilities/Leadership

Future Teacher of America Club president

present

## EMPLOYMENT HISTORY:

Teller – Wells Fargo Bank	Roseville, CA	2010–present
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