

This functional resume template was created by [Himalayas](#). A functional resume format focuses more on skills than job history. If you have a gap in your work experience or are switching careers, this is a good format to highlight your transferable skills or achievements.

[Full name]

[Timezone] | [Working rights] | [Phone number] | [Email]

Summary

[Write a few sentences summarizing your qualifications and relevant skills. You can mention remote experience here.]

Skills

[Skill group one]

- [Result of using the skill]
- [Result of using the skill]
- [Result of using the skill]

[Skill group two]

- [Result of using the skill]
- [Result of using the skill]
- [Result of using the skill]

[Skill group three]

- [Result of using the skill]
- [Result of using the skill]
- [Result of using the skill]

Experience

[Job title] | [Company name]

[Location or remote] | [Date range]

- [Achievement]
- [Achievement]
- [Achievement]

[Job title] | [Company name]

[Location or remote] | [Date range]

- [Achievement]
- [Achievement]
- [Achievement]

Education

[University name], [Degree and area of focus]

- [List any relevant honors, awards, or publications]