

Functional Resume Template

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile] (optional)

[Personal Website] (optional)

Professional Summary

[Write a brief and specific summary that encapsulates your professional background, key skills, and what you bring to the role.]

Core Competencies

[Section Heading, e.g., Project Management]

- [Skill or achievement]
- [Skill or achievement]
- [Skill or achievement]

[Section Heading, e.g., Leadership & Team Building]

- [Skill or achievement]
- [Skill or achievement]
- [Skill or achievement]

[Section Heading, e.g., Strategic Planning & Analysis]

- [Skill or achievement]
- [Skill or achievement]
- [Skill or achievement]

[Additional Section Heading as needed]

- [Skill or achievement]
 - [Skill or achievement]
 - [Skill or achievement]
-

Professional Experience

[Job Title]

[Company Name], [City, State]

[Month Year] - Present

- [Briefly list relevant projects or roles that support your competencies]

[Previous Job Title]

[Company Name], [City, State]

[Month Year] - [Month Year]

- [Briefly list relevant projects or roles that support your competencies]
-

Education

[Degree]

[University Name], [City, State]

Graduated: [Month Year]

- [Include any honors, scholarships, or relevant coursework if applicable.]
-

Skills

- [List relevant skills, e.g., software proficiency, languages, and professional skills.]
 - [Skill]
 - [Skill]
 - [Skill]
-

Certifications

[Certification Name], [Issuing Organization] - [Year]

[Certification Name], [Issuing Organization] - [Year]