

Name _____ Period _____ Date _____

Sample Functional Résumé Template

Name

Address

City, State, Zip

Phone number

Email address

Objective:

List why you would like to work for this company

Education:

List address of school and graduation date

Experience:

Fill this in if you are or have worked

Activities:

This looks great on a résumé

Summary of Skills:

Use action words

References:

Be sure to include name and contact information