

Sample Skills/Functional Résumés

Use the following two sample Skills/Functional Résumés as a guide. Review the JobSearch Guides: *How to Write a Résumé* and *Components of a Résumé*.

Before starting on your résumé, complete the JobShop Guide *Sample Blank Employment Application*. This will help you organize the information you need to write your résumé.

Sample Skills/Functional Résumé

Mary L White

134 Main Street
Yourtown, FL 99999
(999) 555-1212
mlw@internet.net

Professional Objective

An **administrative position** with a social services agency that utilizes my excellent organizational and communication skills, and involves budgeting, personnel management and staff training.

Areas of Expertise

- Organization:**
- Coordinated a Child Protection Service (CPS) department servicing 475 clients annually.
 - Implemented an on-line record keeping system which decreased overcharges by 67%.
 - Managed an annual budget of \$350,000.
- Communication:**
- Presented monthly departmental reports to city council.
 - Represented CPS department at state and national conventions.
 - Maintained a private counseling practice for over ten years.
- Leadership and Training:**
- Supervised a staff of fifteen case workers.
 - Initiated professional development programs which have been utilized by ten departments.
 - Led workshops in parenting skills, conflict resolution, managing social service programs and other topics.
- Experience:** Associate Director, The Family Place, Yourtown, FL, 99999, 2004-present
Assistant Administrator, CPS Department, Yourtown Social Services, Yourtown, FL, 99999, 1996 - 2004
Counselor, private practice, Yourtown, FL, 99999, 1981-1993
- Education and Licenses:** M.S. Social Work, Anytown University
B.S. Psychology, Yourtown State College
L.C.S.W. State of Florida

References available on request

CareerSource Tampa Bay
9215 N. Florida Ave Ste 101
Tampa, FL 33612
813-930-7400



Sample Functional/Skills Résumé

Mary A. Adams

127 Main Street
Anytown, Maryland 99999
(999) 555-0002
maa@internet.net

JOB OBJECTIVE

Customer Service Representative with a major bank or lending institution. Desire a position that utilizes my expertise in the areas of bookkeeping, banking operations, financial transactions and communication.

CLERICAL SKILLS

Skilled at composing and typing correspondence, scheduling appointments, word processing (85 wpm) and compiling statistical reports. Adept at operating all office machines and proficient in the use of office and accounting software including: Microsoft Word and Excel, Quicken and Quick Books.

BOOKKEEPING SKILLS

Skilled at maintaining daily records of financial transactions, accounts payable and receivable and invoicing customer accounts. Am able to compile monthly, quarterly and annual business statistical reports to indicate profit/loss, and other pertinent business reports. I have managed all aspects of payroll including deductions, W-2 forms and quarterly tax deposits.

CUSTOMER SERVICE AND BANKING OPERATIONS SKILLS

Performed (as a student) all aspects of banking procedures common to general bank tellers, including; receiving checks and cash for deposit, issuing receipts, cashing checks, accepting payments on loans and credit card balances, computing service charges, accepting utility payments, issuing traveler's checks, opening new accounts and computing interest, principle and discounts. Skilled at customer service, pricing merchandise, stocking and organizing shelves and performing departmental closing procedures.

EDUCATION

A.S. Business Management, Anytown Business College, Yourtown, MD 99997
Concentrations in office procedures, communications and customer relations.

WORK EXPERIENCE

Administrative Assistant, Henry Construction Company, Yourtown, MD 99997, 2002 - Present
Sales Associate, Yourtown Department Store, Yourtown, VA 99996, 1997 - 2002
Newspaper Route Carrier, Yourtown Daily News, Yourtown, VA 99996, 1994 - 1997

INTERESTS

Sports, reading and music.
Fluent in Spanish.

References furnished on request