UIS CAREER DEVELOPMENT CENTER Functional Resume Worksheet

Name			
Current Address Street	City	, State, Zip	
Phone	E-m	ail	
OBJECTIVE (Optional, sh	ort and concise)		
years of experience and pers	sonality traits <u>you have to</u>	offer the prospect	alifications, accomplishments, and ive employer; tailor to specific position)
EDUCATION			
Degree, University, City, State			Date
GPA (only if 3.0 or greater)			
and competencies rather that Heading (skill/category)	an duties; have 3 or more	main skill/categor	plishments highlight skills, abilities, ies and quantify your experiences)
Heading (skill/category)			
Heading (skill/category)			
• WORK EXPERIENCE			
Job Title	Employer's Name, Lo	ocation	Dates Worked
Job Title	Employer's Name, Lo	ocation	Dates Worked
PROFESSIONAL DEVEL	OPMENT (Include work	kshops, conference	es, trainings, etc)
			Date Attended
VOLUNTEER ACTIVITI		ation	Dates
PROFESSIONAL AFFILI	IATIONS (Include clubs	associations and	organizations)
			Date

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