

RESUME TEMPLATE WORKSHEET

Functional Resume

Name

Address

Phone Number

Objective

Summary of Qualifications

Use personal work experience, including volunteer work, and family responsibilities

Relevant Skills

Include skills learned in courses, skills used and acquired on the job, and extracurricular activities

Employment History

Include this section only if you have had previous work experience. You do not want to draw attention to your lack of such experience. You want a chance to interview!

Education

Remember, for our purposes you can "pretend" to have a B.S. in Accounting.