

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## **Functional Résumé Template**

Name

Address

City, State, Zip

Phone number

Email address

### **Employment goal:**

List why you would like to work for this company

### **Related skills and personal attributes:**

Use action words to sell yourself!

### **Education:**

List address of school and graduation date

### **Interests:**

Ex. (reading, tennis, etc.)

### **Volunteer experience:**

This looks great on a résumé!

### **References:**

Be sure to include name and contact information