

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