FUNCTIONAL RESUME: Primary focus is on what you have done (functions).

JOHN J. SAMPLE
Address
City, ST Zip
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SUMMARY

Summarize your career using complete sentences. In addition to your background position and years of experience, include lead in statements such as: Extensive experience in xxxxxxxxxx xxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx. Background includes xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx. Expertise in xxxxxxxxxxxx xxxxxxxxxxxxxxx xx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Demonstrated ability to xxxxxxxx xxxxxxxxxxxxxxxxxxxxx Known for xxxxxxxxxxxxxxxxxxx. Special skills in xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxx.

PROFESSIONAL EXPERIENCE

Business Development

- Use a bullet to start each of your accomplishment statements. Each statement must start with a past tense action verb and state in specific terms the value or benefit of your action. Quantify your statements using numbers, %s, $s and other indicators such as increased sales by; decreased downtime by etc.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxx x xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx.

Sales/Sales Management

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx.

Marketing/Advertising

- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxxxx x xxxxxxxxxxxxx.
- Accomplishment Statement xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxx.

WORK HISTORY

ABC Company, Inc., City, ST, *Position Title* 20xx – Present
DEF Company, Inc., City, ST, *Position Title* 19xx – 19xx
XYZ Corporation, City, ST, *Position Title* 19xx – 19xx

EDUCATION and TRAINING

Degree (s), Area of Concentration, School/University, City, ST

At least 3 industry/professional training courses or seminars

Additional sections as necessary, for example:
MILITARY, PROFESSIONAL AFFILIATIONS, PUBLICATIONS