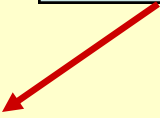


Sample functional résumé

Contact information. Include how an employer may reach you. Use standard voice mail messages and basic e-mail addresses.


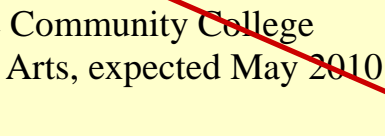


QUALIFICATIONS SUMMARY

Strong customer service, administrative, and communication skills

EDUCATION

Louisiana State Community College
A.A. in Liberal Arts, expected May 2010
G.P.A.: 3.6/4.0
Hamlet High School
Diploma, May 2007
G.P.A.: 3.3/4.0



The functional focuses on skills and abilities presents the skills and abilities and includes a brief work history and education summary.

EXPERIENCE

Customer Service

- Selected for the express lane while working as a cashier
- Directed customers to product locations
- Served restaurant patrons and responded quickly to requests
- Handled food substitutions and special requests efficiently

Administration

- Recorded meeting notes and maintained membership roster for College Outdoors Club
- Calculated restaurant customers' bills accurately

Communication

- Explained menu items to customers
- Relayed special requests to chef
- Received A's in speech and composition classes

Computer Applications

Excel, Word, Windows XP

WORK HISTORY

Table Server, Good Food Restaurant, Hamlet, Louisiana, 2008
Cashier, Blue Skies Chain Store, Hamlet, Louisiana, 2006-2007

REFERENCES: available upon request