

# Functional Resume Sample

*\*Use the same letterhead on your cover letter, resume, and reference page*

## Roary Lion

3950 East Newman Road  
Joplin, MO 64801

417-625-9343  
RoaryLion@mymail.mssu.edu

---

### EDUCATION

Bachelor of Science  
**Missouri Southern State University**

Anticipated Graduation: May 2019  
Joplin, MO

Major:

Minor:

GPA: (only list if over 3.0 GPA otherwise delete)

### RELATED COURSEWORK

- Add classes related to the position you are applying for
- Limit to 4-6 classes
- Enter a different class in each box
- Class Title without course number

### SKILLS

#### Marketing

- Use 3-4 brief, bulleted statements to support the skill set
- List accomplishments achieved under each skill
- Examples of transferable skills to include are Management, Customer Service, Event Planning, etc.

#### Communication

- Bullets should support your strengths in the transferable skill
- Start each bullet with a past tense action verb as you are referring to previous tasks
- Focus on transferable skills and achievements

#### Leadership

- Research positions for which you would like to eventually apply
- Use a highlighter to mark required skills, experience, and attributes
- Focus on skills or experience from past positions that are transferable to the new position

### EMPLOYMENT HISTORY

Job Title  
**Employer**

August 2016 - Present  
City, ST

Server  
**Buffalo Wild Wings**

June 2014 – July 2016  
Joplin, MO

Marketing Intern  
**Joplin Area Chamber of Commerce**

Fall 2015  
Joplin, MO

Customer Service Associate  
**Target**

October 2012 – June 2014  
Joplin, MO

**This document serves as a reference and format guide.**

**It is important to change the content to make your resume unique to you.**

*\*When applying for a position by e-mail or online, be sure to submit all documents as pdf files.*