*Functional Resume Template*

**FULL NAME**

City, State Phone Number

Customized LinkedIn URL

Email

**PROFESSIONAL PROFILE (~3 Sentences)**

Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and tech skills. Include “seeking a \_\_\_\_\_ position starting \_\_\_\_\_\_” as your last sentence to clarify for the reader exactly what you are looking for.

**CORE COMPETENCIES** *(Soft Skills)*

Core Competency | Core Competency | Core Competency | Core Competency

**TECHNICAL SKILLS** *(Computer Software packages/programs)*

Skill | Skill | Skill | Skill | Skill

**EDUCATION**

**Degree Name** in **Major** GPA: If above 3.0

University of North Texas, Denton, TX Expected Graduation Date: Mon Year

**HONORS & AWARDS (remove if n/a)**

**ADDITIONAL EDUCATION/CERTIFICATIONS/TRAINING/RELEVANT COURSEWORK (remove if n/a)**

**PROFESSIONAL SKILLS**

One Relevant Skill Heading

* Include accomplishments from employment, volunteer experience, classroom or student org involvements, etc.
* Supporting evidence that you possess the skill
* Statement of action, Occurrence of action, Amount of action, Results of action

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**EMPLOYMENT HISTORY**

*Position Title*, Company Name, City, State Month Year – Month Year

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**LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)**

Member (or other leadership title), AMA, UNT American Marketing Association Fall 2018 – Present

* 3-step bullet point: what did you do, what did you use to do it, quantify with numbers

Volunteer, Denton Red Cross Starting Mon Year - Ending Mon Year

* 3-step bullet point: what did you do, what did you use to do it, quantify with numbers