

This is a sample functional resume. It highlights qualifications over experience.

7411 SmileDrive
Milwaukee, WI 54887

Home: (222) 876-3245
Cell: (222) 549-8854
Email: hellotoyou@aol.com

Lucy Marie Benedict

Be general with your objective. Otherwise, you could disqualify yourself.

Objective

To obtain a position as a writer/editor.

Qualifications and Experience

Here, you can highlight your qualifications and experience without making it look like you don't have a lot of experience.

- Proficient in HTML, Frontpage, Pagemaker, and Adobe
- Designed Web sites for three Milwaukee companies
- Published in UW Milwaukee's Web Site Design Manual
- Fluent in Spanish and French
- Able to meet tight deadlines and high standards

2003-2004 Writer's Inc. Milwaukee, WI

Technical Writing Intern

- Created and edited copy for technical manuals
- Met deadlines
- Participated in team effort

2000-2004 Barnes and Noble Booksellers Milwaukee, WI

Reference Consultant

- Answered reference questions for guests

Education

2000-2004 University of Wisconsin-Milwaukee Milwaukee, WI

- B.A., English and Spanish.
- Graduated Summa Cum Laude.

Interests

Running, gardening, carpentry, traveling, model trains, computers.

Add some interests here. You never know, they might have carpentry, gardening, or model train clients!