

Résumé Example – (Functional-AA/AS/AE)

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OBJECTIVE

To obtain a customer service position that will allow me to contribute my interpersonal, communication and organizational skills.

EDUCATION

Associate of Arts May 2019
Central Piedmont Community College Charlotte, NC

- Maintained 3.2 GPA
- Coursework includes: Public Speaking, Introduction to Computers, Argument-Based Research, Ethics, Statistics, Critical Thinking, and Intermediate Spanish

SKILLS

Interpersonal

- Worked in a team of students to plan and present a semester-long group project
- Participated in workshop for student leaders to learn about personality types and work styles
- Collaborated with other students to develop ideas for activities at CPCC

Communication

- Marketed student programs by developing flyers and staffing promotional events
- Developed a social media marketing plan to publicize campus activities
- Received high marks in college professional research and writing and public speaking courses

Organizational

- Managed time to effectively balance school work with involvement in several student activities
- Researched ideas for campus activities by investigating best practices at other schools
- Attended several group volunteer opportunities, including Habitat for Humanity and Big Brothers/ Big Sisters
- Well versed in Microsoft Office and social media

ACTIVITIES

Rotaract Club, Member, August 2018 – present

- Take part in a college-level Rotary club
- Attend local Rotary meetings as a liaison
- Join in monthly service projects on-campus and within the Charlotte community
- Gain leadership skills by attending community leaders' presentations during club meetings

CPCC Student Government, Representative, August 2017 - present

- Attend weekly meetings to discuss upcoming events
- Manage events from concept to completion, including keeping within a budget
- Participate in college committees as a student representative and advocate for students

Service-Learning Volunteer, CPCC, August 2017 – May 2018

- Contributed 35 hours of community service through coursework, including Service in Action events, Animal Care and Control and 5ks
- Developed clerical skills during volunteer opportunity at Animal Care and Control by preparing adoption packets, filing, and photographing animals for social media posts
- Participated in Nights of Service project for Linus Project, making blankets for children in local hospitals, and care packages for Charlotte area homeless

Trying to decide if a functional résumé is right for you?

- Are you seeking your first job?
- Do you have gaps in your employment history?
- Are you changing careers?
- Is your most recent experience unrelated to the job you are seeking now?
- Do you feel your work history is unimpressive to potential employers?

If you answered “yes” to any of the above questions, then a functional résumé might be right for you.