Functional resume format example (Keep in mind that the order may vary dependent upon relevant information, if work experience is most relevant then list that above education and vice versa.) Avoid using formatting; this can cause difficulties in online processes. Not all sections will be applicable for every person.

**Name**

**Address, City, State, Zip Code**

**Phone, Email Address**

**SUMMARY**

Brief summary of your experience, skills and expertise including any keywords listed in the job posting.

**CERTIFICATIONS**

A list of relevant certifications for the position you are applying for.

**QUALIFICATIONS**

Qualifications and Skills that match the skill sets the job posting is asking for and any other relevant skills that would make you as a candidate more marketable.

**WORK EXPERIENCE**

**Job Title Dates**

*Name of Company*

List the tasks completed

**Job Title Dates**

*Name of Company*

List the tasks completed

**EDUCATION**

*Name of Institution*

List credentials, experience and skills gained. City, State Date

# Example –

# Avivo Institute for Career and Technical Education

## Avivo Minneapolis MN March 2015

**Core Manufacturing Training Program – 288 Hours**

Electronic Soldering, Blueprint Reading, Shop Math, LEAN, ISO, Manufacturing/Warehouse Processes, Overview and Equipment, Union/Non-Union, Metric Conversions, OSHA and Safety, Material Handling, Internal Customer Service and Quality Assurance, Microsoft Office Word, Excel, PowerPoint, and Outlook, Windows Operating Systems, Effective Communication and Customer Service

***IPC J-Standard Certification Received 2015***

***IPC A-610 Certification Received 2015***

***Forklift Safety Operator Certification Received 2015***

# *OSHA General Industry Safety and Health Certification Received 2015*

# *Program Certificate Received 2015*

**VOLUNTEER**

**Volunteer Title Dates**

*Name of Company*

List the tasks completed

**MILITARY**

**United States Army Dates**

Honorable Discharge