Functional resumes are useful for people who 1) are transitioning into a new sector/industry; 2) have frequently changed jobs; or 3) have gaps in their professional history. The focus is on transferrable skills.

Your Name

Phone Number ● Email ● LinkedIn Customized URL

Career Goal or Headline (your functional area of expertise/your brand)

Two or three line statement that summarizes your industry and functional experience. Mention any technical skills or specialties that most relate to your career objective. Your professional statement should also include an indication of your career interests.

SKILLS

Certifications:
Software:
Languages:

BUSINESS DEVELOPMENT EXPERIENCE

- Result/Achievement/Major Responsibility #1
- Result/Achievement/Major Responsibility #2
- Result/Achievement/Major Responsibility #3
- Result/Achievement/Major Responsibility #4

PROJECT MANAGEMENT EXPERIENCE

- Result/Achievement/Major Responsibility #1
- Result/Achievement/Major Responsibility #2
- Result/Achievement/Major Responsibility #3
- Result/Achievement/Major Responsibility #4

OTHER SKILL EXPERIENCE (choose 2-3 sections based on the transferable skills needed for your career goal)

- Result/Achievement/Major Responsibility #1
- Result/Achievement/Major Responsibility #2
- Result/Achievement/Major Responsibility #3
- Result/Achievement/Major Responsibility #4

EMPLOYMENT HISTORY

Company   Location
Job Title   Month Year-Month Year

Company   Location
Job Title #2 (if received promotion within same company)   Month Year-Month Year
Job Title #1

Company   Location
Job Title   Month Year-Month Year

EDUCATION

Johns Hopkins University Carey Business School   Washington, D.C.
Master of Business Administration   May 2020
Relevant Coursework: Global Strategy, Design Thinking, Cybersecurity, Economics for Decision Making

University of Virginia   Charlottesville, VA
Bachelor of Art in Middle Eastern Studies   May 2001
Bachelor of Art in Political and Social Thought