

# Functional Resume

Organizes your experience according to specific skills or functions. Use this format if changing careers or if re-entering the work force after a period of absence. Also effective for the individual with a lengthy work history.

MARTIN ANYBODY

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Dearborn, Michigan 48128  
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Office (313) 555-4444

**OBJECTIVE:** To secure a full time position in the Human Resources or Financial Services, offering professional growth, challenge and responsibility.

**EDUCATION** University of Michigan-Dearborn Dearborn, MI  
05/01 Bachelor of Business Administration Overall GPA: 3.4  
Specializing in Human Resources, Minor in Psychology

**ADMINISTRATION:** Prepared, administered and assisted in the analysis of the Annual Employee Salary Review Program.

Developed a record keeping system in Access.

Coordinated promotional packages, light typing and filing.

**CUSTOMER SERVICE:** Handled customer inquiries and complaints

Reviewed incoming orders, evaluated market conditions and availability of stock.

Processed 200 orders per day with accuracy.

**TRAINING:** Created quick check reference page for temporary employees.

Trained new employees in order processing.

**COMPUTER SKILLS:** MS Office, Pagemaker 6.5

**Employment:**

Hosdale, Inc. Dearborn, MI  
Human Resource Assistant May, 2000 to Present

Ajax Auto Supply, Dearborn, MI  
Order Processing Clerk September 1997 to October 1999

**Activities:** Meals on Wheels  
Society for Human Resource Management