

SAMPLE FUNCTIONAL RESUME

MAXIMILLIAM WEBER

Campus Address:
6819 88th Street East
Puyallup, WA 98371
253-848-7897
weber@plu.edu

Permanent Address:
5600 N Oakes
Ft. Collins, CO 80522
970-569-8900
webmax@hotmail.com

OBJECTIVE

Community Outreach Intern with an organization working with low income families.

EDUCATION

Pacific Lutheran University, Tacoma, WA
Bachelor of Arts in Sociology, Economics minor, degree anticipated June 2005

LEADERSHIP AND TEAMWORK

- Mentored and advised 20 students to help them succeed in summer college introductory program.
- Supervised a group of 8 troubled youth on an Outward Bound trip to the Grand Canyon.
- Motivated and led the PLU swim team to win the district title.

COMMUNICATION

- Taught effective study methods to Middle College students.
- Promoted KPLU to students and the public at special events.
- Mediated and reconciled disputes between Outward Bound participants.
- Communicated and enforced pool regulations to pool patrons.

ORGANIZATIONAL AND ADMINISTRATION

- Organized and catalogued KPLU's music library.
- Scheduled and coordinated PLU's Summer Concert series.
- Coordinated and supervised 10 off-campus outdoor recreation opportunities.
- Managed a budget of \$1,000 for PLU's outdoor recreation program.

EXPERIENCE

6/04-8/04 **Middle College Tutor**, Pacific Lutheran University, Tacoma, WA.
9/03-6/04 **Office Assistant**, KPLU, Pacific Lutheran University, Tacoma, WA.
9/03-6/04 **Co-Director**, Outdoor Recreation, Pacific Lutheran University, Tacoma, WA.
6/03-8/03 **Outward Bound Leader**, Denver, CO.
9/02-6/03 **Lifeguard**, Pacific Lutheran University, Tacoma, WA.

ADDITIONAL INFORMATION

- Computer skills: MS Word, MS Excel, various internet browsers
- Language skills: Advanced fluency in German, conversational Spanish.
- Interests include hiking, swimming, music, art, and photography.

A functional format allows you to highlight transferable skills rather than job titles.

Describe accomplishments rather than just listing duties. Use action verbs.

Choose skill categories that directly relate to the kind of work you are seeking.

Use reverse chronological order when listing jobs.