

Functional Resume

A functional resume focuses on an individual's skills and professional experience rather than on a chronological work history. This type of resume organizes your most relevant experiences into skill areas, and it provides your employment history in a brief format. This resume works well for career changers, those with gaps in employment, and those with great transferable skills.

Header

Name

City, State, Zip Code

Phone number (Provide the best number where you can be reached.)

E-mail address (Make sure that your e-mail address is professional. A variation of your first and last name is preferred.)

LinkedIn URL

Education

*Feel free to lead with the name of the institution if you would rather showcase the institution instead of the major.

Institution Name, City, State

Expected: Graduation Month and Year

Full degree name

(If more than one degree, list the highest degree first)

- Only include GPA **if you have a 3.5 or above**
- Include quarters & years on the Dean's list

Summary of Qualifications

This section can be bullet points based on professional qualifications developed over the years. Identify 3-5 main qualifications and develop them in greater detail as noted below.

- Summarizing qualifications allows you to create a targeted and focused resume.
- Many people select three or four qualifications based on the job description.
- Qualifications should demonstrate how you can contribute to the company/organization.

Completed Related Courses

- List the name of the completed coursework

Related Projects

(Month Year-Month Year)

Title, Department

Name of institution, City, State

Community and Campus Involvement

Position, City, State

(Month Year-Month Year)

- Please list bullets detailing your experience and be sure to use action verbs

Experience

Provide your employment history in a brief format to show current or past employment. It is not necessary to describe specific professional duties point-by-point. The above section, called "Summary of Qualifications" is where you showcase professional experience based on the scope of the job.

Job Title

Date(s) of Employment (Month Year-Month Year)

Company, City, State

Awards / Recognition

List scholarships, school awards, or anything relevant to the position.

Official Scholarship Name, Institution Name, City, State

Dates Received (Month Year)

CODY COYOTE

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EDUCATION

Bachelor of Science, Nutrition and Food Science

California State University, San Bernardino, San Bernardino, CA

June 2017

- Dean's List Winter 2016; Fall 2016

SUMMARY OF QUALIFICATIONS

Critical Thinking:

- Over 2 years of experience extrapolating objective data based on subjective information.
- Able to organize and anticipate potential challenges to complete tasks in a timely manner.

Leadership:

- Developed the bylaws for a parent advisory committee in matters of special education for a local school district.
- Coordinated a Resource Fair for parents and special needs students to bridge services with their community.
- Taught therapeutic methods, compiled patient data response and instructed medical precautions and safety.

Nutrition Counseling:

- Counsel individuals and groups on basic rules of nutrition, diet modification and food selection.
- Consult with physician and other health care workers to determine the best course of action for clients.

COMPLETED RELATED COURSES

Advanced Food Science • Principles of Nutrition • Nutritional Biochemistry and Metabolism • Medical Nutrition Therapy

RELATED PROJECTS

Research Assistant - Department of Health Science and Human Ecology

Aug 2016 – Present

California State University, San Bernardino, San Bernardino, CA

- Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.
- Track research participants, and perform any necessary follow-up tasks.

COMMUNITY AND CAMPUS INVOLVEMENT

Student Nutrition Counselor

Sept 2016 – Present

California State University, San Bernardino, San Bernardino CA

- Advise students on nutritional principles, dietary plans, and food selection to promote healthy eating habits.
- Plan, conduct, and evaluate dietary, nutritional, and epidemiological research.

Executive Officer - Community Advisory Committee

Oct 2012 – June 2015

Riverside Unified School District, Riverside, CA

- Developed, recruited and organized parents of special needs students in the school district to voice their concerns in the matters pertaining to special education.
- Prepared, scheduled and formulated activities to educate parents of special needs students to advocate for their children's education.

EXPERIENCE

Executive Assistant - Lumina Family Care, Riverside CA

July 2004 – Present

Physical Therapy Assistant - St. Bernadine's Medical Center, San Bernardino CA

Sept 1995 – Dec 2002

AWARDS

Highest Department GPA, Department of Health Science

California State University, San Bernardino, San Bernardino, CA

September 2016