

## **Functional Resume Style**

This style of resume is one of the most commonly used resume styles and it works well for people who have had internships or cooperative experiences. The resume highlights previous work experience that has given you background experiences for the job you are seeking. This style usually looks best if you list the most important or impressive job first and work downward with the importance regardless of the dates of employment.

Kevin A. Dolan  
250 North Ave  
Tallahassee, FL 32306  
(850) 123-4567  
Email address: [Kadolan@e-mail.com](mailto:Kadolan@e-mail.com)

### **Employment Objective**

To obtain a position that would utilize my experience in fund development and non-profit agency management.

### **Education**

ABC College, Tallahassee, FL 32306  
Bachelor of Arts in Communication, June 2004  
Bachelor of Arts in Sociology, May 2003  
GPA (4.0 scale): Communication – 3.85, Sociology – 3.90 – Overall in both programs 3.75  
Distinguished Student Program – leadership and commitment

### **Work Experience:**

#### **President, Youth Foundation for Bright Futures, May 2001- May 2003**

- Coordinated work and activities for 125 students
- Set up and managed a 1, 500,000.00 budget
- Oversaw planning of 15 major events involving over 17,000 students and 6, 000 non-students
- Designed statewide publicity program to promote the foundation
- Raised over \$100,000 for individual and general scholarships

#### **Assistant Chair, Youth Foundation for Bright Futures, January, 1999 – May, 2001**

- Secured over 500,000 in donations
- Allocated resources to conduct phone campaign for volunteers

#### **Chair, ABC College Homecoming Events, November 2002 – October 2003**

- Organized all associated events, facilities, volunteers, and food associated with the ABC College Homecoming event for 2002.
- Raised sponsorships of 20,000 from various companies, graduates, etc.

### **Additional Activities:**

Community Boards  
Student Alumni Association – advisor  
President’s Council for ABC College

### **References available Upon Request**