

Sample Functional Resume

Sharon Jackson

123 W. Arbor, Ann Arbor, MI 48107 * (734) 555-7890
e-mail address

CAREER OBJECTIVE

To obtain a position in Human Resource Management using skills and training in industrial research psychology, human factors, interpersonal communication, statistical analysis, and research methodology.

COMMUNICATION AND TESTING SKILLS

- Training and experience in the use of psychological and ability assessments in the selection of employment candidates.
- Proficient in the design of employee annuals that are effective in translating and communicating company policy in a practical and easily understood fashion.
- Experience in creating of "help wanted" advertisements.

TRAINING SKILLS

- Excellent public speaking and training skills gained through more than 100 presentations during the past four years.
- Experience with large group, small group, and individualized training. Have selected and trained over 150 staff members.
- Able to create cutting edge multimedia training programs using PowerPoint and other presentations software.

INTERPERSONAL AND MANAGEMENT SKILLS

- Counseling experience concerning educational, career, personal, and health issues.
- Have developed a sense of community among a new group of 350 residents each academic year.
- Program planning, budgeting, organizing, and disciplinary experience for these same students.
- Experience as a member of university personnel search committee.

RELATED EXPERIENCE

Residence Life
Resident Advisor

Eastern Michigan University
September 2005 - May 2007

Student Health Service
Peer Counselor

Eastern Michigan University
January 2005 - May 2005

Red Lobster
Waiter and Shift Supervisor

Ann Arbor, MI
August 2002 - August 2004

EDUCATION

Eastern Michigan University
Bachelor of Arts, Psychology

Ypsilanti, MI
May 2007

Washtenaw Community College
Associates in Arts, Human Services

Ann Arbor, MI
December 2004