

****Sample Functional Resume**

Jane Doe

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Summary of Qualifications:

- Experience with varied applications in PC and Mac environments
- Advanced knowledge of computer applications including MS Office, C++, and Perl

Education:

Auburn University, Auburn, AL May 20XX (anticipated)
Degree: Bachelor of Science in Computer Information Systems, IS concentration
GPA: 3.65/4.0

Snead State Community College Fall 2009-Spring 2010
Earned 21 credits, general studies

Major Project:

“An Analysis of Verbal Typography by FaceBook Users as Entering Freshmen” Research project for Senior Capstone course. This was a mixed-methods effort using frequency pattern analysis and content structures coding.

Computer Skills:

- Fully proficient in Windows 98, 2000, NT, XP and Mac applications
- Programming languages: C++, VisualBasic, Java, ColdFusion
- Database management in Access-based functions
- Web applications, including desktop publishing

Leadership:

- President, Computer Science Club, Auburn University
- Team Lead, Senior Project, Advanced Information Systems and Integration
- Group Leader, Vacation Bible School, Boaz, AL

Customer Service:

- User Support Specialist with troubleshooting, user training, software installations
- Customer Service Clerk, Morrison’s Mac World

Communication:

- Proficient with public speaking
- Strong group leader
- Excellent desktop publishing/editing abilities

Employment History:

Computer Assistance Center, Auburn University	May 2010 to Present
User Support Center, Morrison’s Mac World, Boaz, AL Customer Service Specialist	January to May 2010
First United Church, Boaz, AL Youth Activities Director	2004 to 2009 (summers)