**Jack Gonzales**

 City, State Zip Code ♦ **H:**(555) 555‑5555 ♦ **C:**(555) 555‑5555 ♦ example@example.com

Professional Summary

This skills-based functional resume is a great option for entry-level applicants or those seeking a career change. The professional summary shows employers in three or four sentences why you're the right fit for the job. Put a strong emphasis on your hard and soft skills, education and training, and any notable experiences that match the requirements in the job ad. These listed experiences don't have to come from traditional work experience but should be relevant to the job posting. For more tips, see our How to Write a Resume Summary article.

Summary of Qualifications

* Written in a bulleted sentence list, this section summarizes your key education, skills and qualifications.
* This section should contain three to four sentences that set the foundation for either your (optional) bulleted list of skills or your Professional Skills section.
* The purpose of this section is to show how your transferable skills are utilized in the field.
* Example: “Assess financial operations and make best-practices recommendations to management.”

Relevant Skills

****Add your top transferable skill (like communication or collaboration).****

* The most important feature of a functional resume, this section refers to three of your strongest and most relevant skills. Place your three skills in bold with a brief explanation of how you used each.
* Focus on major responsibilities and work achievements rather than daily tasks.
* Use quantifiable metrics to highlight what you accomplished in your past utilizing these skills. If you have no previous work experience, use examples from your academic, sports, or volunteer work.
* Example: “Implemented new inventory processes that cut overhead costs by 23%.”

****Add another top transferable skill.****

* If you're switching career fields, emphasize “transferable skills” and make sure they match the position requirements. Don't forget to mention how you used each skill and how it made an impact.

****Add your final top skill.****

* Remember that the three core skills this section is based on are a mix of both hard and soft skills, can come from a formal job description, and should be as relevant as possible. The skills can come from various life experiences, including academics, sports, internships and volunteer work.

Work History

**Position**, 08/2022 - Current

**Company** – City, State

****\* For this resume type, you don't need an extensive work history, but if you would like more tips on what to include in the work history section, visit our page on crafting a**** Work Experience Section****.****

Education

**Degree Or Certification**: Field of Study

**School Or Institution** - School City, State