

FUNCTIONAL RESUME SAMPLE

8938 CRABTREE LANE • APARTMENT 1C • TOLEDO, OH 12345
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LARRY K. BINGHAM

EDUCATION

August 2006 - May 2010

Southern State University

B.S. in Computer Science

August 2002 – June 2006

Johnson High School

Member of the Computer Club

SOFTWARE SKILLS

- Microsoft Word, PowerPoint, and Excel
- Photoshop
- Proficient using a Mac and PC

BUSINESS/OFFICE SKILLS

- Proficient in making business-related searches using Lexus Nexus
- Operate photocopier, scanner, and fax machine
- File documents electronically and by hard copy
- Detail-oriented

OTHER TECHNOLOGICAL SKILLS

- Can create and update web pages
- Can assist in development of computer programming

RELATED EXPERIENCE

August 2008 – May 2010

Southern State University

Data entry at the Department of Biological Services

REFERENCES

Dr. Frank Manner, Assistant Professor at Southern State University

frankmanner@email.com or (555) 555-9083

Ms. Elaine Jones, Supervisor at R. & M. Office Supplies

elainejones@email.com or (555) 555-1234