

# Functional Format for Career Position

A functional resume concentrates on skills you have demonstrated that relate to your stated objective rather than on the jobs you have held. This format is particularly effective if your past work experience is not directly related to your job objective, if you are changing careers or if you are seeking a promotion. Choose broad skill categories appropriate to the desired job and detail how you have demonstrated those same skills in past positions/jobs.

This type of objective is excellent for career fairs.

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**OBJECTIVE** A career position in sales and marketing

**EDUCATION** Bachelor of Science in **Managerial Economics** with a minor in Communications  
University of California, Davis, June 20XX

Carlos University, **Education Abroad Program**, Madrid, Spain, Summer 20XX

## SUMMARY OF QUALIFICATIONS

- Three years increased responsibility in sales
- Extensive and up-to-date knowledge of the computer software industry
- Received awards for sales performance
- Proficient in Word, Excel, email and Internet Explorer in PC and Mac environments
- Fluent in Vietnamese, Conversational Spanish (spoken)

## Marketing/Sales

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Participated in numerous computer trade shows

## Organization/Planning

- Designed and developed educational and entertainment software for Apple computer system
- Implemented parts department reorganization for enhanced work flow
- Developed effective in-store and window displays

## Communication Skills

- Communicated effectively with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales team of 34
- Gave presentations to groups of 150 or more people

## EMPLOYMENT HISTORY

**Marketing/Sales Intern**, Progressive Microproducts, Sacramento, CA, 6/XX–Present

**Management Trainee/Salesperson**, Grand Auto, Inc., Davis, CA, 5/XX–9/XX

**Salesperson**, Consumers Distributing Company, Woodland, CA, 9/XX–4/XX

## ACTIVITIES

Fundraising Chairperson, Member, Delta Sigma Pi, a business fraternity, 9/XX–Present

Member, Vietnamese Student Association, 9/XX–6/XX

View Anh Nguyen's online resume on page 27 and chronological resume on page 21.