

These are called *functional* resumes, because they focus on specific skills, or functions instead of career-related chronological positions. You should only use this style if you *have* the needed experience to apply for a job, but your qualifications are not *obvious* from your previous positions.

Brie Tortellini

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Gahanna, Ohio 43230
(614) 555-8160
Btortell@capital.edu

- OBJECTIVE** A position in the field of environmental protection
- EDUCATION** CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2012
Major: Multi-disciplinary Environmental Studies
GPA: 3.83/4.00
Magna Cum Laude
- EXPERIENCE**
- Environmental**
- Chair of Public Relations and Education committee of The Rocky Fork Watershed Protection Task Force
 - Member of Stream Watch committee of the Rocky Fork Watershed Protection Task Force
 - Prepared Senior Thesis on Issue 5, Ohio's Chemical Labeling Initiative
 - Completed foundation courses in the natural sciences, with laboratory experience
 - Researched societal and political issues relating to environmental conditions
- Communication**
- Completed advanced writing courses
 - Prepared correspondence and other written material including promotional information
 - Prepared legal documents for arbitration and trial proceedings
 - Collected client case histories
- Administrative**
- Supervised support staff
 - Compiled salary increase data of sales staff and unit managers
 - Organized product shipment and delivery schedules
 - Scheduled depositions and court hearings
- EMPLOYMENT HISTORY**
- Sales Coordinator**, 2007-2011
THE PROCTER & GAMBLE DISTRIBUTING COMPANY, Wayne, Pennsylvania
- Office Manager**, 2002-2007
MURPHY, MURPHY, & MURPHY, P.C., ATTORNEYS, Philadelphia, Pennsylvania
- Legal Secretary**, 1998-2002
GOLD & SILVERMAN, ATTORNEYS, Philadelphia, Pennsylvania
- REFERENCES** Available upon request

Julie Student

555 Sheridan Avenue
Bexley, Ohio 43209
(614) 555-7251
Julie.Student@yahoo.com

OBJECTIVE A position volunteering for the United States Peace Corps

EDUCATION CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2012
Major: English Literature Minor: Spanish
GPA: 3.64/4.00

EXPERIENCE **Community Service**

- Classroom aide for “English for Speakers of Other Languages” through Community Refugee and Immigration Services
- Shopping assistant and shelf-stocker at the Champion Avenue Food Pantry with Lutheran Social Services
- Alternative Spring Break: environmental service trip to Georgia
- Ten-day service-learning trip to Costa Rica and Nicaragua
- Creek clean-ups through Friends of Alum Creek and Tributaries
- Saturday Service outings to Columbus AIDS Task Force and YMCA Women’s Shelter

Activism

- Vice President of Capital chapter of National Organization for Women, August 2011-May 2012
- Secretary of Global Aid Commission, Aug 2009-June 2010
- Member of Capital’s Amnesty International, Aug 2011-May 2012
- Member of peace-building trip to South Africa, 2011

Communication

- Taken eight years of Spanish classes and travelled in three Spanish-speaking countries
- Completed advanced writing courses
- Extensive experience in communicating with and teaching speakers of foreign languages

EMPLOYMENT HISTORY **Ticket and Concessions Associate**, August 2011-Present
DREXEL THEATRE, Bexley, Ohio

Server, Summer 2011
MOZART’S BAKERY & PIANO CAFE, Columbus, Ohio

REFERENCES Available upon request