

# Functional

Objective different from experience  
Second career transition  
Multiple career path  
Emphasize relevant skills/abilities  
Re-entering job market

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## Robert Neeson

### OBJECTIVE MINISTRY FOCUS

To serve as a Business Administrator with my proven organizational talents, forward thinking, and strategic planning by supporting the goals, missions, and visions of the church, its leaders and attendees.

### EDUCATION

**FOR** Functional Resume it is more important to include Education material after Objective. Potential employers will better understand your objective when they see that you have relevant credentials.

### PROFILE QUALIFICATIONS SUMMARY (highlight your relevant and transferable skills)

#### (Bullets or Paragraph Style)

- What are my strengths (MBTI, StrengthsFinder, BarOn)
- What are my accomplishments and results (not tasks); use numbers/dates
- Expertise, core competencies
- Advanced degrees, certification, affiliations
- Technical expertise
- Leadership / management style
- (Always think “employer’s needs “ and how you could fulfill them

(Example of  
Paragraph Style)

Motivated, personable business professional with multiple college degrees and a successful 20 year track of profitable financial and administration management. Talent for quickly mastering technology, strategic planning and implementation of business practices. Thrive in deadline driven environments. Excellent team-building skills.

- Project management
- Budget oriented and results driven
- Assist interdisciplinary teams
- Professional presentations
- Collaborative management style

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### EMPLOYMENT HISTORY

Or

[Title], 3M, St. Paul, MN (2004-2009)  
[Title], Medtronic, Inc., Fridley, MN (2000-2004)  
[Title], Superior Plating, Minneapolis, MN (1997-2000)  
(include information about advancement/promotion)

### PROFESSIONAL EXPERIENCE

(Reverse  
Chronological Order)

Title, name of organization, city, state (years of employment)

- Key accomplishments, results (not tasks)
- ALWAYS begin with an action verb
- List important to least important
- Be careful of acronyms
- Use numbers, data, specifics
- Be specific without being wordy (these are not full sentences)

### EDUCATION (see note above)

Bethel Seminary, St. Paul, MN (2011) (Junior Status)  
Masters of Theological Studies  
Minor in Youth Ministries

Coursework Highlights:

Honors:

GPA:

Cocurricular Activities:

Language Studies:

Affiliations:

University of Minnesota (2003)  
Bachelor of Science, Business Administration  
Dual Major:  
Bachelor of Science, Business Administration  
Bachelor of Arts, Spanish  
(Above categories if relevant to career goals)

Certifications: (advanced coursework; Pastoral Care Certification, etc)

Affiliations: (order of importance; name, title [past])