

**Template: Functional resume:** Use with the SCV Writing Center writing guide, "Writing a Resume"

# FIRST AND LAST NAME

**Email:** youremail@gmail.com | **Phone:** 908 775 555 | **Address:** 122 Samuel Johns Road, NY 1710 1

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## 2. Objective

**Example:** Credentialed, detail-oriented **[postion/title]** with **[# years']** experience looking to join a dynamic, growing **[practice/clinic/etc.]** with opportunity for growth and advancement.

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## 3. Relevant skills and qualifications

- Include a bulleted list of skills relevant to the position you're applying for
  - Each bullet point should demonstrate your competency in this skill, using numbers if possible
  - Use specific language and "resume speak" form (short, focused fragments using action verbs)
  - Include software, tools, knowledge, etc., pertinent to the position
  - If you have many items for the list, look for ways to categorize them and use bold headers to organize them in sections
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## Work history

### Most Recent Job Title

*Employer Name / Location / Start Year – End Year*

- Consider including a brief description of your work

### Earlier Job Title

*Employer Name / Location / Start Year – End Year*

- Consider including a brief description of your work
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## 5. Education

### Degree Name / Major

*University, Location | Start Date – End Date*

- *Include specific course work if it is relevant to the position you are seeking*
  - AHE 103 Law, Ethics, and Professionalism in Healthcare
  - AHE 105 Electronic Medical Documents and Administrative Procedures
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## 6. Additional Resume Sections

- Here's where you should add extra relevant information such as certifications or hobbies