

## SAMPLE FUNCTIONAL RESUME

**BEN PIERCE**  
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Present Address:  
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Permanent Address:  
13 Moss Lane  
Crabapple Cove, WI 55555  
(612) 555-3520

**OBJECTIVE:** To obtain a position as a paralegal with a corporate law firm.

**EDUCATION:** **Stanford University**, Stanford, CA. BA degree in Psychology.  
Course work has included criminal law, economics, political science, and sociology (9/XX-6/XX).

**EXPERIENCE:** **RESEARCHING/WRITING**

- Researched language development in infants utilizing both library resources and experimental data.
- Generated written report of research project results.

**ORGANIZING/SUPERVISING**

- As one of four class presidents, planned events and activities for the Stanford senior class. Contacted businesses targeted for participation in these events.
- Organized and supervised committees to assist in publicizing, promoting and raising funds for various senior class functions.
- Set goals and guidelines for committee meetings.

**PUBLIC SPEAKING/COMMUNICATING**

- Acted as senior class liaison to University officials. Informed them of senior class activities and enlisted their support and approval.
- Discussed campaign platform and issues at residence halls while running for class office.
- Participated in public relations events to publicize the Varsity Football program to the surrounding community.
- Conducted impromptu interviews with various media representatives.

**FINANCIAL PLANNING/BUDGETING**

- Coordinated a budget of \$9,000 for senior class events.
- Estimated and quoted prices for a variety of construction projects.

**EMPLOYMENT HISTORY:** Crew Member, Pierce's Asphalt and Seal Coating Service, Crabapple Cove, WI (6/XX-9/XX, summers).

**ADDITIONAL INFORMATION:** President, Senior Class, Stanford University, Stanford, CA.  
Running Back, Stanford Varsity Football Team.