

# Functional Resume Sample

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## John W. Smith

2002 Front Range Way Fort Collins, CO 80525  
[jwsmith@colostate.edu](mailto:jwsmith@colostate.edu)

### Career Summary

Four years experience in early childhood development with a diverse background in the care of special needs children and adults.

### Adult Care Experience

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals on a monthly basis.
- Managed 25 volunteer workers.

### Childcare Experience

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw daily activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing daily classroom activities.
- Oversaw daily and special student activities.

### Employment History

1999-2002     Counseling Supervisor, The Wesley Center, Little Rock, Arkansas.  
1997-1999     Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas  
1996-1997     Teacher's Assistant, Cowell Elementary, Conway, Arkansas

### Education

*University of Arkansas at Little Rock, Little Rock, AR*

- BS in Early Childhood Development (1999)
- BA in Elementary Education (1998)
- GPA (4.0 Scale): Early Childhood Development – 3.8, Elementary Education – 3.5, Overall 3.4.
- Dean's List, Chancellor's List

**Your actual rate, payment, and cost could be higher. Get an official Loan Estimate before choosing a loan.**

## FEES WORKSHEET

### Fee Details and Summary

Applicants: **John Q. Smith / Mary A. Smith**  
Prepared By: **XYZ Lender**

Application No: **samplesmith**  
Date Prepared: **10/05/2015**  
Loan Program: **30 YEAR FIXED -Purchase**

THIS IS NOT A GOOD FAITH ESTIMATE (GFE). This "Fees Worksheet" is provided for informational purposes ONLY, to assist you in determining an estimate of cash that may be required to close and an estimate of your proposed monthly mortgage payment. Actual charges may be more or less, and your transaction may not involve a fee for every item listed.

Total Loan Amount: **\$ 380,000**                      Interest Rate: **4.250 %**                      Term/Due In: **360 / 360 mths**

[illegible]

<b>TOTAL ESTIMATED FUNDS NEEDED TO CLOSE:</b>		<b>TOTAL ESTIMATED MONTHLY PAYMENT:</b>	
Purchase Price (+)	<b>475,000.00</b>	Loan Amount (-)	<b>380,000.00</b>
Alterations (+)		Cash Deposit	<b>5,000.00</b>
Land (+)		Hazard Insurance	<b>39.58</b>
Refi (incl. debts to be paid off) (+)		Real Estate Taxes	<b>400.00</b>
Est. Prepaid Items/Reserves (+)	<b>1,121.53</b>	Mortgage Insurance	
Est. Closing Costs (+)	<b>4,520.00</b>	Homeowner Assn. Dues	
		Other	
<b>Total Estimated Funds needed to close</b>	<b>95,641.53</b>	<b>Total Monthly Payment</b>	<b>2,308.95</b>

\* PFC = Prepaid Finance Charge      F = FHA Allowable Closing Cost      POC = Paid Outside of Closing  
\*\* B = Borrower      S = Seller      Br = Broker      L = Lender      TP = Third Party      C = Correspondent

Payslip

Pay Date

: 2025/07/17

Employee Name

: James Bond

Working Days

: 26

Employee ID

: 007

Earnings	Amount	Deductions	Amount
Basic Pay	8000	Tax	800
Allowance	500		
Overtime	300		
Total Earnings	8800	Total Deductions	800
		Net Pay	8000

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Employer Signature

Employee Signature

This is system generated payslip

**Payslip**  
**Unknown and Co.**

Pay Date : 2012/09/10  
Working Days : 21

Employee Name : Joe Boe  
Employee ID : 0211

Earnings	Amount	Deductions	Amount
Basic Pay	3400	Tax	730
Allowance	500		
Overtime	210		
Total Earnings	4110	Total Deductions	730
		Net Pay	3380

3380

Three Thousand Three Hundred And Eighty

Employer Signature

Employee Signature

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This is system generated payslip