



RESUME FORMAT FUNCTIONAL/SKILL BASED

- Content is categorized by functions, or areas of expertise and skills.
- De-emphasizes dates and concentrates on skills, experience, and accomplishments.
- Works well for individuals with limited education or employment gaps.

EXAMPLE

Education

Associate of Science, Pre-Science

Expected May 2017

The University of New Mexico-Taos, Taos, NM

GED

2012

High school Equivalency Program, Northern New Mexico College, Española, NM

Skills

Dependability

- Arrive on time to current internship with the Taos Pueblo Division of Natural Resources.
- Organized student volunteers at the Taos Farmer's Market to provided educational information regarding the New Mexico General Obligation Bonds, which passed in the November 4, 2014 election.
- Participated 100% in each 2014 CAMP experiential learning field trip.

Integrity

- Conduct myself in a professional manner and complete all assigned tasks at internship with the Taos Pueblo Division of Natural Resources.
- Committed to attending each college course I am currently enrolled in at UNM-Taos.
- Complete assignments to the best of my ability and submit them on time.

Perseverance

- As a Non-Traditional student taking biology for the first time I received highest test score of the class.
- Enrolled in community college as an adult. I am also a first generation college student.
- Completed GED as an adult.

Internship

- Intern, Taos Pueblo Division of Natural Resources, Taos Pueblo, NM, In Progress.
Funded provided by UNM-Taos Accelerate Program.

Community Involvement

- Volunteer, GO Bonds Initiative, UNM-Taos, Taos, NM, October 2014

Student Organizations

- Member, CAMP, UNM-Taos, Taos, NM, August 2014-present
 - Member, Accelerate Program, UNM-Taos, Taos, NM, August 2014-present
 - Member, STEP, UNM-Taos, Taos, NM, August 2014-present
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