

## Sample – Functional Resume

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### Objective:

An entry level position as a grant writer/fund raiser in a non-profit organization.

### Summary of Qualifications:

- 3 years accounting experience
- 5 years volunteer experience in a 4 philanthropic organizations
- 4 years grant writing experience
- State Secretary of Non-Profit Minnesota Accounting Association, 1993-95

### Volunteer Skills:

- Managed finances of state-wide non-profit Minnesota Accounting Association
- Created and submitted grant for operating expenses on behalf of Scoops Snow Shoveling for the elderly
- Supervised volunteers as site supervisor for Minnesota Habitat for Humanity
- Co-chaired University of Minnesota departmental diversity committee

### Supervisory Skills:

- Managed team of 8 junior accountants, including daily work assignments and annual performance reviews
- Conducted all hiring, promotions, salary adjustments, terminations as needed
- Facilitated team development and conflict resolutions when needed

### Computer/Management Skills:

- Successfully completed implementation of new accounting software system (NASS) two months ahead of schedule
- Consulted with Benefits Group to streamline operations, saving \$10,000 annually
- Revised voucher forms, resulting in a 2-day reduction in processing payments
- Worked in purchasing as substitute for vacationing employees
- Learned NASS computerized accounting software package

### Education:

**Masters in Business Administration**, emphasis in Finance, 1997  
Carlson School of Business, University of Minnesota, Minneapolis, MN

**B.S. in Accounting**, University of Colorado, Boulder, CO, 1993

### Employment History:

Oct 1995-Present – Bookkeeping, Blue Cross Blue Shield, Minneapolis, MN  
Sept 1993-Oct 1995 – Bookkeeping, Walmart, Minneapolis, MN  
Dec 1991-Aug 1993 – Merchandiser, Target, Boulder, CO  
May 1993-Jan 1993 – Grocer, Dillons, Boulder, CO

A functional resume summarizes your professional “functions” or experience and avoids or minimizes your employment history.

*Advantages:*