

☑ **Functional Resume – Example**

John R. Smith

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EDUCATION:

South Louisiana Community College, Lafayette, LA
Associate of Applied Science Degree: Business Management
Expected Graduation Date: May 2007

SUMMARY OF QUALIFICATIONS:

- Motivated, personable business professional with sales experience
- Diplomatic and tactful with professionals and nonprofessionals at all levels
- Proficient in MS Word, Excel and PowerPoint
- Exceptional organization and attention to detail
- Accustomed to handling sensitive, confidential records

PROFESSIONAL SKILLS:

Sales Skills

- Sold merchandise and apparel at a retail establishment
- Maintained knowledge of current sales and promotions
- Computed sales prices, total purchases, received and processed payment methods

Customer Service Skills

- Greeted customers and determined what each customer needed
- Directed customers to the location of specific merchandise
- Assisted customers with merchandise selection

Telemarketing Skills

- Contacted individuals by telephone in order to solicit sale orders to potential customers
- Read from sales scripts to describe products in order to persuade potential customers to purchase products
- Answered telephone calls from potential customers

WORK EXPERIENCE:

Car Salesman	Southern Cars	Opelousas, LA	2000-2005
Telemarketer	Louisiana Call Center	Abbeville, LA	1995-2000