



FUNCTIONAL RESUME | TEMPLATE

YOUR NAME

[Consider distinguishing your name by font type or size.]

Address

City, State, Zip Code

Phone number [choose one phone number only, whichever is easiest to reach you at.]

E-mail address [make sure that your e-mail address is professional.]

SKILLS SUMMARY

[List in order of proficiency, i.e. list the ones you know best first, and relevant to your field of study.

To save space and make it easy for employers, consider listing skills in columns as opposed to paragraphs or a vertical list.]

EXPERIENCE HIGHLIGHTS

Graphic Design

Date-Date

- Describe an accomplishment or a project you worked on in this category. (Company Name)
- Describe another project related to this category. (Company Name)
- List two or three bullets under each category. (Company Name)

Art Direction

Date-Date

- Depending on the job for which you are applying, you may need to re-order your categories. (Company Name)
- Two or three categories are preferred - specific categories depend on job description. (Company Name)
- List two or three bullets under each category. (Company Name)

EMPLOYMENT HISTORY

Job Title, *Company Name* *City, State*

Date-Date

(Repeat for multiple jobs.)

EDUCATION

Full degree name [you might consider putting this in bold.]

Institution Name, City, State

[Only include GPA if you have a 3.5 or above. Include years you are on the Dean's list.

If more than one degree, list the highest degree first. If you do not have any work experience, consider listing coursework completed.

It is not necessary to include your high school unless it is distinguished or an arts school. Include mentors in this section.]

AWARDS AND RECOGNITION

Official Scholarship Name

Date-Date

AFFILIATIONS

List names of any professional organizations you belong to (e.g. AIGA, IDSA, etc.)

Date-Date



FUNCTIONAL RESUME | SAMPLE

Jane Doe

1234 Any St. Los Angeles, CA 90045
310-999-9999
janedoe@gmail.com
www.janedoedesigns.com

SKILLS SUMMARY

- Excellent critical thinking, problem solving and people skills.
- Strong attention to detail, documentation and organizational skills.
- Successful leader, equally effective as member of a team.
- Highly organized; Able to multi-task and accomplish multiple objectives.
- Professional demeanor.
- Comfortable and confident public speaker; able to motivate others to action.
- Strong communication, interaction, and relationship-building skills.
- Proficient in Microsoft Office, Excel, PowerPoint, and Publisher.
- Capable of managing office equipment.
- Bilingual in English, Urdu, and Hindi.

EXPERIENCE HIGHLIGHTS

Art Direction

- Led design team and set tone for advertising campaign. (Global Magazine)
- Proofed materials and reviewed changes with design team. (Huge Corporation)
- Assisted with development of inserts and outserts for special publications. (Global Magazine)
- Coordinated press checks with Art Director. (Global Magazine)

Graphic Design

- Designed original graphics and logos for various divisions within the company. (Huge Corporation)
- Presented pitches to clients and used feedback to modify campaigns. (A Great Company, A Boutique Firm)
- Met with clients to get ideas for cover design and artwork; used feedback to start projects. (EntertainmentCo)

Web Design

- Created unique microsites for each label within the company (Start-Up Brand) Date-Date
- Updated main website and routinely added new content (Start-Up Brand) Date-Date
- Developed viral marketing campaigns for bands including "X, Y, and the Zs" and "Uno Dos" (EntertainmentCo)

EMPLOYMENT HISTORY

Assistant Art Director, Global Magazine	<i>New York City, NY</i>	Date-Date
Freelance Graphic Designer, Huge Corporation	<i>Los Angeles, CA</i>	Date-Date
Freelance Web Designer, Start-up Brand	<i>Marina Del Rey, CA</i>	Date-Date

EDUCATION

Bachelor of Fine Arts in Communication Arts, emphasis in Graphic Design	<i>Los Angeles, CA</i>	Date-Date
Otis College of Art and Design		

Associate of Arts in Art
Another College *Irvine, CA*

AWARDS AND RECOGNITION

Ahmanson Foundation Undergraduate Scholarship recipient	Date-Date
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AFFILIATIONS

AIGA	Date-Date
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