

KEY FEATURES:

Functional approach

Financing education

Study Abroad (EAP)

Functional resumes, although not widely used, highlight your skills and abilities, rather than your chronological work history.

# Margaret Bell

(805) 555-1234 • m.bell@ucsb.edu

## OBJECTIVE

Entry-level international trade position utilizing knowledge of foreign cultures and languages, administrative skills, and research abilities

## EDUCATION

University of California, Santa Barbara (UCSB)

B.A. in Political Science with an emphasis on International Relations      Expected June 20xx

GPA: 3.5

Universidad de Sevilla, Sevilla, Spain

Aug 20xx-Dec 20xx

Intensive Spanish Language Program

*Financed 75% of my educational expenses through scholarships and part-time work while attending school on a full-time basis*

## PROFESSIONAL SKILLS

### *Cross-Cultural/Languages*

- Increased cross-cultural sensitivity and understanding through semester study abroad program in Sevilla, Spain and extensive travel experiences during this time
- Conversational Partner with International Students & Scholars Program and Volunteer Assistant with UCSB Extension ESL Program
- Fluent in Spanish, French, and Dutch

### *Administrative/Computer*

- Systematized filing system for a law firm to increase efficiency
- Administered accounts receivable and payable for a software firm
- Handled twelve incoming phone lines for software firm
- Used UCSB online database systems to conduct research
- Proficient in Excel, PowerPoint and Access

### *International Research/Marketing*

- Researched and compiled an overview of worldwide environmental clean-up industry
- Developed representation agreements with various suppliers
- Marketed two different international internship exchange programs to local businesses
- Conducted research as part of course on management of international business

## EXPERIENCE SUMMARY

- *Import/Export Intern*, Intertrade Services, Ventura, CA      Summer 20xx
- *Marketing Associate*, AIESEC (Association Internationale des Etudiantes en Sciences Economiques et Commerciales), Santa Barbara, CA      Fall 20xx
- *Administrative Assistant*, Law Office: Joseph Bart, San Francisco, CA      Summers 20xx, 20xx
- *Receptionist*, SL Corporation, Corte Madera, CA      Summer 20xx

Who should use functional resumes? People who...

Have gaps in their work history

Are looking to transition into a new career

Are reentering the workforce

Don't exactly fit the mold of what

Have frequently changed jobs

recruiters are looking for