

# *Functional Resume Sample*

Michelle SMITH

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## **Qualifications**

- First Aid Certified, 2006
- Red Cross Babysitting Course, 2007
- Physically fit; sports oriented
- Babysitting experience 5 years with repeated families
- Computer knowledge: Microsoft Word and Excel, Photoshop, Internet skills

## **Organizational Skills**

- Assisted with the ordering and counting of beauty supply inventory for a home based business
- Created a filing system for over 100 record albums, categorized by music genres
- Planned the day's event for a children's summer camp; 13 children from the ages of 6 – 10 years old
- Researched a busy school, homework, sport and volunteer activity schedule
- Janitorial work in an office building, responsible for vacuuming and dusting
- Prioritize a busy school, homework, sport and volunteer activity schedule

## **Literacy Skills**

- Received the Language Excellence Award in Grade 8
- Acted as a mentor for an English as a Second Language Student, explaining school assignments and assisting with grammar and spelling correction
- Recognized for reading the most novels in a month's time (over 150 novels) in Grade 8
- Wrote and performed a speech on Martin Luther King Jr. at the Legion competition

## **Motivated**

- Grade 8 Valedictorian
- Selected to co-direct and emcee two high school play productions
- Encouraged fellow students to volunteer time on the Alzheimer's ward at Riverview Gardens, long term care facility
- Chosen as the sole Chatham high school representative at a Montreal social awareness conference
- Responsible babysitter; prepare and clean up after meals, administer medication, involve children in fun and educational activities

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This is a sample resume. All the information including but not limited to names and locations are fictional. Use this sample at your own discretion.

## Experience

Mary Wright

**Caregiver**

Blenheim, ON

July 2007 - present

Angie Welch

**Caregiver**

Chatham, ON

October 2006 - present

Riverview Gardens

**Recreational Volunteer**

Chatham, ON

September 2005 - present

Mr. and Mrs. Crawford

**Caregiver**

Blenheim, ON

2004 - present

St. Agnes Separate School

**Student Council Secretary**

Blenheim, ON

2003 - 2004

## Education

Chatham-Kent Secondary School

**Completed Grade 11, registered for Grade 12**

Chatham, ON

present

## Interests and Hobbies

- Summer Soccer League
- Reading a variety of books and novels
- High School play production