

SAMPLE FUNCTIONAL RESUME

Frank Fixit

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Objective

To work as a laborer

Personal Skills

- Friendly, get along well with others
- Enjoy working with my hands and doing physical work
- Reliable and responsible
- Willing to learn new things

Technical Skills

- Good math skills
- Familiar with tools and instruments used for construction
- Physically fit

Work Experience

- Bicycle repairman for three consecutive summers
- Volunteered as a carpenter's helper for renovations at the Salvation Army Thrift Shop

Education

- Diploma, Mehlville High School
- Night school course in computer drafting

References available upon request.