

Jacob Young
jacob.young@gmail.com

FUNCTIONAL RESUME SAMPLE

*used when your experience and/or education does not directly relate to your career goals; for additional information, refer to the "Writing Your Resume" handout

Present

2200 Meadowbrook St. SE
Grand Rapids, MI 49546
(616) 555-1234

Permanent

100 Glenwood Ave.
Fort Wayne, IN 46815
(260) 421-5555

EDUCATION

Calvin College-Grand Rapids, MI
Bachelor of Arts, anticipated August 2008
Major: English (Honors)
Minors: Environmental Studies, Asian Studies
GPA: 3.77

REVELANT SKILLS

Editing

- Managed the production of six high-quality issues of *Dialogue*, Calvin College's quarterly, student-run journal of commentary, literature, and the arts
- Proofed and edited journal issues and a newsletter for *Dialogue*
- Provided meaningful feedback on creative and academic work to dozens of student writers
- Guided tutees in understanding class lectures and developing reading, writing and study skills
- Edited and re-wrote drafts for various projects of the Paul Henry Institute for the Study of Christianity and Politics

Writing

- Wrote a newsletter and correspondence supporting the West Michigan Environmental Action Council (WMEAC) Building Food Power Initiative
- Wrote articles about lectures and events sponsored by the Henry Institute
- Developed skills analyzing text and data; performing web, database and library research; and conducting interviews
- Published numerous poems and pieces of creative prose in *Dialogue*
- Presented paper at the 2007 Michigan Academy of Sciences, Arts, and Letters annual conference

Leadership

- Organized and led weekly worship services in Grand Teton and Glacier National Parks
- Facilitated the discussion and review of literature by a staff of students
- Initiated new *Dialogue* programming and collaborations with other organizations and colleges
- Helped prepare new students for college with guidance and hospitality as an Orientation Leader

ACTIVITIES

Festival of Faith and Writing Student Committee, 2008
Honors Program Student Council, 2006-08
A Christian Ministry in the National Parks, 2005, 2007
Study Abroad: Beijing, China, Fall 2005

EMPLOYMENT

Editor, *Dialogue*, Jan.-May 2008
English and Religion Tutor, Calvin College Academic Services, Feb.-May 2008
Intern, West Michigan Environmental Action Council (WMEAC), Feb.-June 2007
Lead Retail Associate, Glacier Park Inc., June-Sept. 2007
Undergraduate Fellowship, Paul Henry Institute for the Study of Christianity and Politics, Sept. 2004-May 2006

Michelle DeYoung

950 Paris Ave SE
Grand Rapids, MI 49507
(616) 555-5555
mdeyoung@email.com

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PROFILE

A highly creative, energetic and collaborative graduate with impressive experience in coordinating large-scale campus activities seeking opportunity in event planning. Computer skills include Microsoft Office, Access and Internet applications.

EDUCATION

Calvin College, Grand Rapids, MI
Bachelor of Science: Biology
May 2008

RELATED SKILLS

Event Planning

- Collaborated with students to organize and implement various concerts and events on campus
- Created and distributed promotional materials for events
- Participated in regional conferences focused on planning campus activities

Leadership

- Served as student leader in several student organizations
- Led meetings and recruited members for Biology Club
- Developed community among fellow students by leading activities with the Barnabas Team

Language

- Studied in Ecuador, Fall 2007
- Acquired fluency in Spanish
- Resided for short time with host family in Ecuador who spoke only Spanish

ACTIVITIES

Barnabas Team Member
Student Activities Committee
Study Abroad in Ecuador
Biology Club

EMPLOYMENT

Sales Consultant, Macy's, Grand Rapids, MI
Spanish Tutor, Calvin College, Grand Rapids, MI

Sept. 2006-Present
Spring 2008