

Example of a Functional Resume

Robert M. Lewis

1630 Sage Drive
Walnut, CA 90789

(909) 234-5678
Rlewis@gmail.com

Skills:

Accounting Skills

- Prepare all monthly, quarterly and year-end financial reports for a non-profit, professional organization with a \$150,000 annual budget
- Handle all AR and AP functions including billing, charitable donation receipts, and project disbursements equaling over \$250,000 annually
- Handled purchasing, sales, and daily and monthly financial reports for office supply company with annual sales of \$1,000,000

Management Skills

- Oversee property management of 3200 sq. ft. building including maintenance, tenant leasing agreements, and rent collection
- Hire and supervise a staff of up to 25 people for a professional organization
- Hired, scheduled, evaluated, and supervised up to 20 staff for company with two retail stores and a warehouse

Marketing Skills

- Design and produce full color layout of monthly newsletter, quarterly magazine, and annual directory
- Built and continue to maintain daily the association's website
- Interface with 1100 association members on the phone, by mail, and in person. Increased association membership renewals by 15% in two years.

Employment:

Comptroller and Office Manager
California Chiropractors Association

January 2010 - present

General Manager
Conley's Office Products

October 1998 – December 2009

Education:

Colorado State University, Fort Collins, Colorado

MBA, Business Management 3.8 GPA

June 1997

B.A., Accounting 3.6 GPA

June 1994

Example of a Chronological Resume

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Employment:

Comptroller and Office Manager January 2010 - present
California Chiropractors Association

- Prepare all monthly, quarterly and year-end financial reports for a non-profit, professional organization with a \$150,000 annual budget
- Handle all AR and AP functions including billing, charitable donation receipts, and project disbursements equaling over \$250,000 annually
- Hire and supervise a staff of up to 25 people for a professional organization
- Compute payroll including federal, state, unemployment, and worker's compensation deductions and quarterly payments for 25 employees
- Oversee property management of 3200 sq. ft. building including maintenance, tenant leasing agreements, and rent collection
- Design and produce full color layout of monthly newsletter, quarterly magazine, and annual directory
- Built and continue to maintain daily the association's website
- Interface with 1100 association members on the phone, by mail, and in person. Increased association membership renewals by 15% in two years.

General Manager October 1998 – December 2009
Conley's Office Products

- Handled purchasing, sales, and daily and monthly financial reports for office supply company with annual sales of \$1,000,000
- Hired, scheduled, evaluated, and supervised up to 20 staff for company with two retail stores and a warehouse
- Computed payroll including federal, state, unemployment, and worker's compensation deductions and quarterly payments for 20 employees

Education:

Colorado State University, Fort Collins, Colorado

MBA, Business Management	3.8 GPA	June 1997
B.A., Accounting	3.6 GPA	June 1994

Solicited Cover Letter

Here are some examples of opening, body, and closing paragraphs for a solicited cover letter. They are provided to give you ideas--not the exact wording--for your letter.

Opening Paragraph:

The opening paragraph should 1) mention the job title, 2) tell how you found out about the job, and 3) provide one reason why you should be considered for the position from a reader benefit point of view.

Your advertisement in the Orange County Register for an Accounting Clerk caught my attention because my accounting degree and three years' experience match your requirements. My qualifications also include the expertise in producing accounts receivable aging reports that you are seeking.

Your employee, Juan Avila, suggested that I apply for your Quality Control Manager position. Auditing quality control measures at ABC Company for five years has given me a background in the technical as well as personnel aspects of effective quality control.

Body Paragraphs:

The body paragraphs should expand on two or three other areas where your skills match what the company needs. Remember to write from a reader's perspective and to give details. Prove what you say with specific information and examples.

Your ad also mentioned experience in collecting past due accounts. At XYZ company I had an 85% success rate in collecting accounts that were over 90 days past due. At the same time, I developed a tracking program that helped decrease the number of new 90-day accounts by 67% in one year.

Closing Paragraph:

The closing paragraph should 1) refer the reader to your resume, 2) ask for an interview, and 3) give your contact information.

Many of my other skills are listed on the enclosed resume; however, I would like the opportunity to discuss in more detail how those skills can benefit YPQ Company. I will follow up with your office next week regarding the possibility of an interview, or you may reach me any afternoon at 714/000-0000.