

Example of a functional résumé

Katie Costa

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Skills and abilities

Summary

- Creative, hardworking, and reliable worker
- Strong oral communicator, very organized, and quick learner

Computer skills

- Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
- Experience using both Microsoft- and Mac-based computer platforms

Leadership skills

- Elected as Grade 9 representative for Carlington Heights Students' Council
- Planned and organized school dances, band fundraiser, and Relay for Life
- Selected to participate in city-wide leadership program

Marketing and promotion skills

- Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
- Designed posters and banner for Carlington Heights semi-formal dance
- Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

Experience

Babysitter

Katie and Jamie's Babysitting Service, Winnipeg, Manitoba

2010–2011

Pet sitter

2007–2009

*Katie Johnston Animal Spa, Winnipeg, Manitoba***Volunteer experience**

- Students' Council
- Yearbook Committee
- Grade 9 Concert Band
- Relay for Life organizing committee

Education**Carlington Heights Secondary School**

2011–present

Winnipeg, Manitoba