



## Resume Sample Styles

**FUNCTIONAL STYLE:** This resume focuses on skills and is used for job seekers who have great transferable skills. This resume style is ideal for job seekers who are changing careers or who may not have direct employment experience for their targeted position.

### Lydia Engel

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#### SUMMARY

- Detail-oriented, organized, and eager to translate solid classroom and writing experience into proposal management and writing support
- Highly effective communicator with ability to handle multiple projects under tight deadlines
- Proficient in Microsoft Word, Excel, Publisher and PowerPoint; working knowledge of Adobe PhotoShop and Illustrator
- Recent coursework includes Grant Writing, Writing for Public Relations, Technical Writing, Editing, Advanced Strategies of Rhetoric & Research, Business & Professional Writing

#### PROFESSIONAL EXPERIENCE

##### Writing and Communication

- Wrote and formatted letters to individual and corporate donors
- Created materials including sponsorship brochures, fliers and postcards
- Produced an online monthly bulletin that summarized information from residence life
- Communicated with English faculty in arranging events and sponsorship of English Club

##### Project Management

- Managed variety of projects from start to finish, working with experienced writers
- Systematized sales literature and organized sales floor
- Coordinated activities and managed entertaining programs to engage students
- Organized various community service projects and promoted campus club to students

##### Presentation and Leadership

- Presented final internship project to senior leadership within nonprofit organization
- Assisted with training of four new employees
- Held weekly meetings to support the safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources

#### WORK HISTORY

Summer 2008	<b>Special Events Intern</b> , Charity Foundation of Missouri	St. Louis, MO
2003-Present	<b>Customer Service Representative</b> , Graphic Supply Co.	Clayton, MO
2008-2009	<b>Vice President of English Club</b> , Saint Louis University	St. Louis, MO
2006-2007	<b>Resident Advisor</b> , Saint Louis University	St. Louis, MO

#### EDUCATION

May 2009	<b>Bachelor of Arts in English</b> , Saint Louis University	St. Louis, MO
	<ul style="list-style-type: none"><li>• <b>Minor in Communication</b></li><li>• Worked 20 hours/week during academic year</li></ul>	

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**Please visit Career Services for assistance in tailoring a resume to your job search.**