

Functional Resume Example

Robert J. Lee
139 Excalibur Lane
Hometown, IN 46003
(260)888-0000

Objective:

Entry level position with a daily newspaper

Qualifications:

- Worked on high school newspaper and yearbook staff for three years.
- Received scholastic award for creative writing.
- Finished English and Journalism classes with high grades.

Experience:

- Wrote various feature stories for the newspaper.
- Created new design format which was cited for creative excellence at scholastic journalism conference.
- Gained valuable experience as chief photographer for yearbook, as well as recognition as the top advertising salesman.
- Conducted extensive research and completed a detailed series of articles on historic significance of Native American culture in our state. Earned a distinguished merit award among high school journalists in the state for this work, as well as having the article printed in the local community newspaper.
- Recorded legal descriptions and estate settlement records part-time for a local attorney.

Work History:

- 1990: full-time student, Hometown High School
- Summer 1989 and 1990: researcher, Whig & Whig Attorneys

Education & Training:

Senior, Hometown High School
Journalism and business courses: photography, word processing, economics.
President of Journalism Club.