

Identifying information should look bold and professional.

FUNCTIONAL FROG

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The Functional Resume summary is two fold: cover scope of experience and to sell your key strengths. Hook the reader in!

SUMMARY

High-energy, results-oriented Senior Project Engineer with five years experience in design, installation, start-up and debugging of aluminum manufacturing process and equipment. Excellent reputation for consistently bringing projects in on time and below budget.

MAJOR ACCOMPLISHMENTS

Intended to point out specific accomplishments you have gained during your professional career. Keep it discrete and functional.

Facility Design

- Managed mechanical design of \$20 million aluminum furnace complex. Project completed on time and 10% under budget.
- Managed mechanical design of \$12 million furnace and associated material handling equipment. Project is on time and under budget.
- Design power and free conveyor material handling equipment system for several plant locations.

Facility Improvements

Notice that in the functional resume you do not include specific dates accomplishments were achieved.

- Redesigned refractory lining in a flash calciner process to reduce heat loss by 30% in existing units and 50% in new units.
- Designed innovative material handling system, which allows 50% reduction in time to convert process from one product to another.
- Installed waste heat boilers on two furnaces resulting in annual steam production valued at \$400,000 annually.

Design Innovations

- Initiated use of computer assisted design to draw standard furnace designs with estimated savings of 40% in design engineering phase.
- Developed innovative furnace design projected to decrease process energy requirements by 10% annually.

Use quantitative descriptions to highlight specific accomplishments & contributions.

WORK HISTORY

ARROW ALUMINUM CO., INC. (Corporate Engineering)
Senior Project Engineer (1997- Present)
Project Engineer (1995 - 1997)

1995 - Present

INTERSTATE ELECTRIC & ENGINEERING, CO., INC.
Project Engineer (1990 - 1995)
Engineer Intern (1985 - 1990)

1985 - 1995

Notice how the dates are set out. Time with the company & time in positions

List most recent employer first, and keep it simple.

EDUCATION

B.S., Drexel University, 1995
Major: Mechanical Engineering G.P.A. 3.4/4.0
Cum Laude Graduate

The further along professionally you are the less importance is placed on education. Remember you chose the *Functional Resume* style to highlight experience not education.

Member, Tau Beta Psi
Vice President, American Society of Mechanical Engineers

Chose very carefully if you decide to place extra curricular activities on your resume. On occasion it may be helpful if it contributes to your marketability. In most cases leave them off.