

Resume Samples

Functional Resume

Sample 2

Carl Fortier

778 Sterling Park Road
Natick, MA 02134
(508) 555-9898

JOB OBJECTIVE

Bank teller in a large metropolitan bank.

SKILLS AND EXPERIENCE

- Customer Service** Handled customer inquiries and complaints at brokerage firm. Educated and advised customers on new insurance products.
- Sales** Solicited donations for renovations of community gardens.
- Secretarial** Type 75 words per minute.
Experienced data entry clerk.
Recently completed course work in Business Computer Applications.

EMPLOYMENT HISTORY

- | | | |
|--------------------------|-----------------------------------|-----------|
| Insurance Agent | Whittemore Insurance, Natick, MA | 2000 |
| Office Assistant | Johnson Brokerage Firm, Stow, MA | 1998 |
| Medical Assistant | Sam Donagan, M.D., Gloucester, MA | 1996-1998 |
| Assistant Teacher | Wee Ones Day Care, Hyannis, MA | 1995 |

EDUCATION

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| A.S., Business Studies, Merritt College, Boston, MA | 2001 |
| Certificate & License, Medical Assisting, City College, Boston, MA | 1996 |

References available upon request.