

functional

Denise Ware Sanborn
456 Cantor Way, #245
Gallop, MN 55002
(612) 111-1111

Objective

Entry-level management position in the health care industry. Seek position that includes exposure to a wide variety of management and business-related tasks.

Education

Bachelor of Arts Degree, June 2004
 Central State College
 Gallop, Minnesota

Major: Business Administration
 Grade Point Average: 3.26 of possible 4.0, with 3.56 in all major courses
 All college expenses financed by part-time and summer work at Grady Hospital in St. Paul, Minnesota

Skills and Experience

Finance

Helped with research for three fiscal year budgets
 Developed new spreadsheet for monthly budget reports
 Wrote accounts payable correspondence

Marketing

Solicited copy from managers for new brochure
 Designed and edited new brochure
 Participated in team visits to ten area physicians

Personnel

Designed new performance appraisal form for secretarial staff
 Interviewed applicants for Maintenance Department jobs
 Coordinated annual training program for nursing staff

Awards

2003 Arden Award for best senior project in the Business Administration Department (paper that examined Total Quality Management)

Dean's list for six semesters

References

Academic and work references available upon request

EXAMPLE 7b, part 2

Job letter and resume (resume in functional format)

201 Edge Drive
 Norcross, PA 17001
 March 15, 2006

Mr. James Vernon, Personnel Director
 McDuff, Inc.
 105 Halsey Street
 Baltimore, MD 21212

Dear Mr. Vernon:

My academic advisor, Professor Sam Singleton, informed me about an electrical-engineering opening at McDuff, where he worked until last year. I am writing to apply for the job.

I understand that McDuff is making a major effort to build a full-scale equipment development laboratory. That prospect interests me greatly, because of my academic background in electrical engineering. At Northern Tech, I took courses in several subjects that might be useful in the lab's work—for example, microprocessor applications, artificial intelligence, and fiber optics.

Also, related work at Jones Energy & Automation, Inc., has given me experience building and developing new electronics systems. In particular, my work as an assembler taught me the importance of precision and quality control. I'd like the opportunity to apply this knowledge at McDuff.

Personal business will take me to Baltimore April 8–10. Could you meet with me on one of those days to discuss how McDuff might use my skills? Please let me know if an interview would be convenient at that time.

Enclosed is a resume that highlights my credentials. I hope to be talking with you in April.

Sincerely,

Donald Vizano

Donald Vizano

Enclosure: Resume

EXAMPLE 7c, part 1

Job letter and resume (letter in modified block style)