

Sample Functional Resume:

Jane Doe

Current Address (until May 20, 200X)

123 Peach Tree Street
Anywhere, NE 99163

Permanent Address

098 Somewhere Street
Somewhere, NE 98765

OBJECTIVE

Full-time employment as a clinical dietitian with the opportunity to provide individual patient care.

EDUCATION

BS in Food Science and Human Nutrition, General Dietetics Option

May 200X

Anywhere State University, Anywhere, NE, GPA 3.15

Relevant coursework: Eating Disorders, Global Nutrition, Community Nutrition, Nutritional Assessment, Medical Nutrition Therapy, Prenatal-Infant and Child Nutrition, Sport Nutrition

CLINICAL EXPERIENCE

- Provided counseling and diet instruction for inpatients and outpatients in hospital setting
- Performed effective nutritional screening to assess status and develop nutrition care plans
- Provided nutrition counseling to college students
- Developed precision, confidence and ability to manage patient loads

COMMUNITY EXPERIENCE

- Participated in Food Bank and Meals on Wheels community programs
- Developed nutrition education materials for teaching individuals in the community
- Organized nutritional components of "Eating Disorders Awareness Week"

FOOD SERVICE EXPERIENCE

- Planned theme dinner for ASU dining center
- Participated in budgeting, requisitioning and ordering procedures for public school food service
- Conducted in-service training for full-time food service staff

EMPLOYMENT HISTORY

Student Dietician, ASU Nutrition Clinic, Anywhere, NE, 1/200X – present

Food Service Manager, Somewhere School District, Somewhere, NE, 8/200X – 5/200X

Receptionist, Nowhere Medical Center, Nowhere, NE, 8/200X-5/200X

HONORS AND LEADERSHIP

Member, American Dietetic Association

Treasurer, Student Nutrition Awareness Club