LAS CAREER SERVICES

Example Resumes: Functional / Chronological Format

Lawrence A. Sample

Chicago, IL (123) 456-7890 lawrence@sample.edu

www.linkedin.com/lawrencesample

EDUCATION

University of Illinois Urbana-Champaign, Urbana, IL

May 2024

Functional

resumes use

functional skill titles to organize

the sections of

your resume to

enhance story

allows you to set

highlighting top

skills that are a

areat fit for the

opportunity you

are applying to.

Within sections,

experiences are

then presented

in reverse chronological

This style is

particularly

helpful for

varied

want to

individuals with

experience who

communicate clear patterns,

whose most

experience is

experiences.

not their most

recent

related

or for individuals

order.

telling. This

the tone for

readers -

Bachelor of Arts in Global Studies and Spanish

GPA: 3.76/4.00

Relevant Courses: Global Human Rights, International Diplomacy and Negotiation, Poverty in a Global Context, Global Health Policy & Governance, Approaches to Culture

Illinois in Spain: Spanish Studies in Granada

May 2022 - July 2022

- Completed a fully immersive language experience focused on Arab-Islamic Studies and Art History through coursework and class excursions
- Lived with a host family, navigating daily language, cultural, and interpersonal engagements

INTERNATIONAL AFFAIRS AND PROGRAMS EXPERIENCES

Chicago Refugee Coalition

Chicago, IL

Volunteer

June 2023 - Aug 2023

- Helped refugees and asylum seekers improve their English language skills through one-on-one conversation sessions with adults and storybook reading sessions with children
- Practiced sensitivity and confidentiality while working with refugees
- Communicated refugees' expressed health and support needs to coordinators

College of LAS International Programs, University of Illinois

Urbana, IL Aug 2021 - May 2022

Presented information on various study abroad programs to Liberal Arts & Sciences students

- Guided students through the application and paperwork process to study abroad in Spain
- Processed documentation related to more than 100 passports to maintain a smooth application

TEACHING AND MENTORING EXPERIENCE

Global Studies Professional Society, University of Illinois

Urbana, IL

Jan 2021 - present

- Engage in a community of students and faculty dedicated to facilitating deep understanding of diverse perspectives in areas such as global health, governance, and sustainable development
- Mentor new students and fostering discussions regarding professional opportunities in global engagement and international affairs

College of Liberal Arts & Sciences, University of Illinois

Urbana, IL

LAS 101 Intern

Aug 2023 - present

- Deliver lesson plans centered around academic planning, availability of campus resources, and personal growth to a classroom of 30 first-year college students
- Create an engaging, inclusive, and friendly environment

Midtown YMCA

Chicago, IL

Mentor & Assistant Basketball Coach

June 2021 - Aug 2021

- Co-led middle school boys basketball camps throughout the summer, encouraging campers to develop foundational skills for the sport, as well as self-confidence and teamwork
- Provided individual and group mentoring to help campers set and achieve personal goals

SKILLS AND ACHIEVEMENTS

Spanish, French Languages

Awards

Get Experience Scholarship, College of Liberal Arts & Sciences at the University of Illinois, Summer 2023

Like what you see here? Visit go.Illinois.edu/LASCareerServices-Resumes to download this resume template and access additional example resumes and resources.



COLLEGE OF LIBERAL ARTS & SCIENCES