

Functional Resume Sample— No Paid-Work Experience

JOE DOER

5555 Lakewood Road
Somewhere, Minnesota 5555
(555) 555-5555

EMPLOYMENT OBJECTIVE

Assembly, Janitorial, Maintenance or Construction Work

SUMMARY OF SKILLS

- Industrious, reliable, highly-motivated and thorough
- Ability to safely operate power machines, tools, saws, sanders and drills
- Operate, repair and maintain mowers, snow blowers, buffers and trucks
- Experience with household repairs, painting, siding and construction

RELATED VOLUNTEER EXPERIENCE

Assembly

- Received, sorted, bundled and placed recycling articles in correct containers
- Assembled, cleaned and packaged toys for children on holidays
- Repaired bicycles, motor bikes and garage doors
- Assisted nursing home residents with making crafts and decorating rooms

Janitorial

- Maintained all aspects of home, and made minor repairs to structures and equipment
- Assisted friends and neighbors with lawn care, mowing, raking, shoveling, painting, buffing, sanding, remodeling and cleaning
- Helped residents repair and clean homes after a flood

Construction

- Assisted in building and remodeling homes for low-income families
- Sanded floors, walls and cupboards
- Laid sheetrock, painted and stained woodwork, mixed cement and sided outside walls
- Constructed emergency Mash Units and troop quarters
- Drove and repaired trucks

VOLUNTEER WORK HISTORY

Goodwill Industries	St. Paul, MN
Minnesota Flood Victims Rescue	East Grand Forks, MN
Habitat for Humanity	St. Paul, MN
Sunshine Nursing Home	Minneapolis, MN

EDUCATION

Diploma: Johnson High School— St. Paul, MN
Honorable Discharge: United States Army— Private E3 Classification