

Ejemplo de un currículum organizado por habilidades (funcionalmente)

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OBJECTIVE

Seeking a position as a bilingual office assistant.

EDUCATION

Texas Community College – Texas City, TX
Associate of Arts - Business Administration - June, 1998
Overall GPA 3.70

*Educación: Normalmente "Educación" incluye
último nivel de educación que terminó.*

QUALIFICATIONS

- Speak and write Spanish fluently
- Outstanding technical, customer service and organizational skills

*Habilidades y calificaciones:
Toda esta sección enfoque en sus habilidades.
Incluye: habilidades técnicas, de servicio al cliente y de organización. También incluye una sección de historia de empleo que son específicamente los nombres de sus empleadores y las fechas en que trabajo allí. Abajo hay una sección por trabajos voluntarios.*

TECHNICAL SKILLS

- Proficient in Microsoft Word, Access, Excel, and PowerPoint on Windows or Mac
- Tested at typing speed of 60 words per minute

CUSTOMER SERVICE SKILLS

- Earned tips averaging 20% because of friendly, courteous and prompt, quality service in a pressure-filled environment.
- Selected to train new hires because of communication and leadership abilities
- Recognized for ability to calm and assist irate customers

ORGANIZATIONAL SKILLS

- Oversaw production of monthly newsletter, meeting every deadline
- Coordinated activities for children, ensuring that they ate, played and studied according to their parents' specifications
- Managed finances for own business, from fee setting to tax paying

EMPLOYMENT HISTORY

Child care provider	Self-employed – Amarillo, TX	May 1993 – Present
Waiter	Sam's Diner - Amarillo, TX	April 1997 – August 1998

VOLUNTEER ORGANIZATIONS

Assistant Editor	West Texas High School Gazette	September 1997 – May 1998
Treasurer	Spanish Club	September 1997 – May 1998