



Functional CV Example

Your Name
Address
Telephone number
Email Address

Personal Profile

I am a motivated and hard-working individual, able to work as part of a team or using my own initiative. I am an effective communicator and influencer within an organisation and always striving to meet a company's objectives.

Administration

- Dealing with all post, photocopying and filing
- Typing up documents
- Responding to email enquiries in a timely manner
- Facilitating team meeting organisation along with all travel and accommodation requests
- Issuing quotes and processing invoices
- Maintaining office supplies, placing orders and stock control
- Answering the phones and managing customer requests

Customer Service

- Handling inbound customer calls relating to product or order enquiries
- Updating the internal computer system with customer data
- Updating internal databases
- Data entry /admin

Sales

- Managing existing clients account and dealing with incoming orders
- Customer acquisition - warm calling and cross selling
- High quality customer service
- Building and maintaining a database of contacts for current, lapsed and prospect business.

Career Summary

(most recent first)

Name of company

Job Title

Dates (mm/yy to mm/yy)

(Briefly describe your responsibilities)

Repeat as required

Education

Name of institution
(Qualifications achieved)

Dates (mm/yy to mm/yy)

Interests & Hobbies *(these are optional)*