

Follow the structure below as you craft Beowulf's résumé.

Parts of a Functional Résumé:

Heading:	name address city, state, zip code phone e-mail address
Job Objective:	specific employment goal
Skills (appropriate to job objective):	examples of related skills and knowledge, stated in clauses with vivid active verbs
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Education:	training related to job objective
Awards/Activities:	recognition related to job objective
Work History:	experience related to job objective
References:	names and contact information of people who could provide a recommendation appropriate for job objective