

# FUNCTIONAL RÉSUMÉ TEMPLATE

**NAME**

e-mail

Address  
City, State Zip Code  
Phone number

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## **OBJECTIVE** - (Optional)

This is where you define or identify the position you are seeking. Make this statement as precise as possible.

## **SUMMARY OF QUALIFICATIONS**

Several brief phrases about your most relevant qualifications for the position, for example:

- Solid managerial and administrative experience
- Superlative communication and team-building skills
- Ability to manage multiple tasks in a pressured environment

## **RELEVANT SKILLS AND EXPERIENCE**

Present your work experience by listing your most important skills and experience which pertain to the job for which you are applying. Do not list dates of employment here. Then describe several activities and accomplishments from all your jobs and life experiences, to document each of these skills. For example:

### **Interpersonal and Teamwork Skills**

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals.
- Interacted with a wide variety of personalities while scheduling meetings/appointments and making travel arrangements for executives.

### **Customer Service and Sales Skills**

- Something I did using this skill
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### **Managerial and Supervisory Skills**

- Something else I did using this skill
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### **Computer Skills**

- Proficient in Microsoft Office, Visio, WordPerfect, and Microsoft Publisher.
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## **EMPLOYMENT HISTORY**

List the employers from which you gained or used the skills and special knowledge areas mentioned above. Be sure to include the dates, job title, and employer, without any descriptions, for example:

- **Administrative Assistant**, AAA Technologies, Inc., Pasadena, CA, 2006 to Present
- **Job Title**, Employer, City 2005-2006
- **Job Title**, Employer, City 2004-2005

## **EDUCATION**

List schools/institutions from which you obtained a degree, certificate or specialized training. Start with most recent first and then go back in time, for example:

- Woodbury University, Burbank, CA—**B.A. in Accounting** Expected 2012  
Dean's List Spring 2011, GPA 3.65
- Los Angeles City College, Los Angeles, CA—**A.S. Accounting**

# Should You Consider a Functional Format for Your Resume?

Today's résumés generally fall into one of two broad categories. They are either chronological (actually reverse chronological, listing all your experience from most to least recent) and functional, which lists experience in skills clusters. If you're planning to create your resume for the first time or update your old resume, you might wonder whether a functional format is right for you.

## **Among job seekers, who should consider a functional résumé format:**

- ❖ Those with very diverse experiences that don't add up to a clear cut career path.
- ❖ College students with minimal experience and/or experience unrelated to their chosen career field.
- ❖ Career-changers who wish to enter a field very different from what all their previous experience points to.
- ❖ Those with gaps in their work history, such as homemakers who took time to raise a family and now wish to return to the workplace. For them, a chronological format can draw undue attention to those gaps, while a functional résumé enables them to portray transferable skills attained through such activities as domestic management and volunteer work.
- ❖ Job-seekers whose predominate or most relevant experience has been unpaid, such as volunteer work or college activities (coursework, class projects, extracurricular organizations, and sports).
- ❖ Those who performed very similar activities throughout their past jobs who want to avoid repeating those activities in a chronological job listing.
- ❖ Job-seekers looking for a position for which a chronological listing would make them look "overqualified."
- ❖ Older workers seeking to deemphasize a lengthy job history.