

Functional Resume

A functional resume should be used when your work experience includes a variety of career fields. This is the preferred format for individuals with diverse experiences that do not add up to a clear cut career path or individuals who wish to enter a field very different from what their previous experience reflects.

Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name
Street Address
City, State Zip
Phone (Cell/Home)
Email Address

Objective

This section should be a sentence or two about your employment goals or what you are looking for in a career.

Summary of Qualifications

This section of your resume should give an overview of the knowledge, skills, and abilities that deem you a qualified candidate for the job.

Professional Accomplishments

This section of your resume should list key achievements, career milestones, and honors and/or awards received relevant to the position for which you are applying. It highlights your relevant experience and lets the prospective employer know that you have demonstrated your ability to perform and be productive.

Education

In the education section of your resume, list the colleges you attended and the degrees attained.

Certifications/Licenses

In the education section of your resume, list any professional certifications and/or licenses you have that may be relevant to the position.

Skills (Optional)

Include skills related to the position/career field that you are applying (i.e., computer skills, language skills).

References

There is no need to include references on your resume. You should indicate that references are available upon request.

For a resume template, please click on the Template link of the Outplacement Toolkit or visit www.jobstar.org/tools/resume/samples.php for examples of Functional resumes.