



A functional CV / resume

There are two types of CV / Resume in regular use: chronological and functional.

The chronological CV / Resume is the de-facto standard, and details work history in chronological order, preferably most recent job first.

This section outlines what a functional CV is, and in what circumstances you might choose to create and use on.

A functional CV is focused on a candidate's transferable skills and achievements and / or accomplishments.

Many people advocate that a functional CV / Resume can be particularly effective for people who:

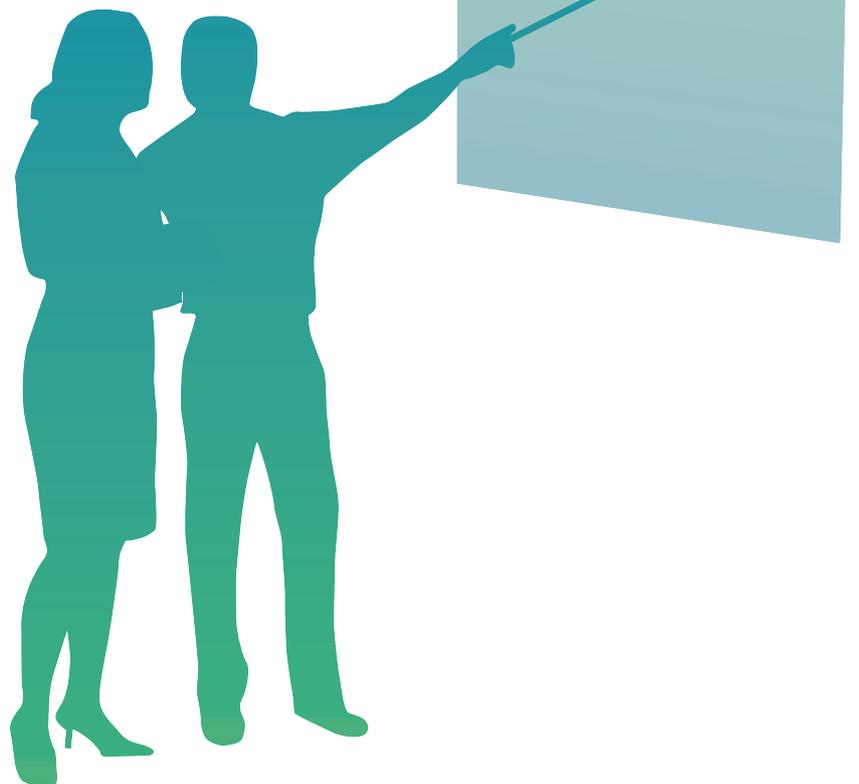
- Are looking to change the direction of their careers and therefore wish to highlight particular transferable skills rather than a precise employment history.
- Have changed jobs frequently, who may have held varied roles or who have gaps in their employment history.
- Are seeking out their first job or who have limited work experience.

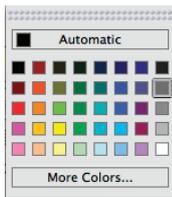
If you are a professional / semi-professional or executive and either of the above outlined first two scenarios, apply to you, we would recommend you seek out the advice of a career coach or other subject matter expert before choosing to make use of a functional CV / Resume. In most cases functional CVs Resumes will meet with fewer relevant interview invitations than chronological ones!

Often people combine functional and chronological CVs by incorporating a summarised employment history on the second page of a functional CV.

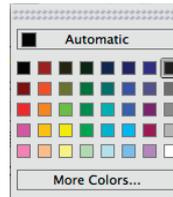
Many people don't like functional CVs because they don't say what you did, and where and when you did it! But if the above applies to you a functional CV could be your best bet.

The layout of a functional CV might look something like that outlined on the following two pages.





Name
 Font: Trebuchet
 Size: 18
 Colour: Grey (CMYK slider: 43, 35, 32, 1)



Main headers
 Font: Trebuchet
 Size: 12
 Colour: Dark Grey (CMYK slider: 77, 71, 66, 25)

This example of a Functional CV / Resume layout has been created in Microsoft Word, below you can see what fonts and colours we have used so that you can create your own.

Name

Contact info Location/State/Zip
 Mobile/Cell:
 E-mail:

Profile

State your profession and perhaps level of seniority and mention any areas of particular strength or interest. Back it up by making mention of experience, any notable evidence and credentials e.g. qualifications. The reader of your will realise this is a profile - give this a title profile, personal statement or professional objective if you wish but if it will look better by saving the space of a title do so...

Text
 Font: Trebuchet
 Size: 10
 Colour: Black

Transferable skills

Management skills

- These could be broken down into several areas, such as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.
- Highlight the most significant areas relevant to the particular position for which you are applying first.

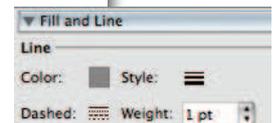
Communication skills

- These could be broken down into several areas such, as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.

Financial skills

- These could be broken down into several areas, such as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.

Line
 Weight: 1pt
 Width: 16.69
 Colour: Light Grey (CMYK slider: 32, 26, 23, 0)



Sub headers
 Font: Trebuchet
 Size: 12
 Colour: Light Grey (CMYK slider: 32, 26, 23, 0)



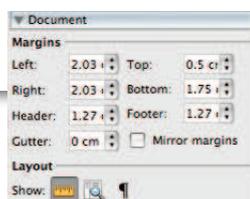
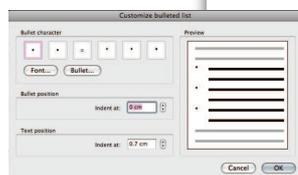
Achievements or accomplishments

- Achievements and accomplishments substantiate and add weight to a CV. They are worthy of space.
- Highlight the most significant achievements first.
- Give relevant examples of your achievements and accomplishments.

Education and qualifications

Put them on the first page if they are particularly relevant, if they do not add any significant value put them on the second page.

Bullets
 Right click and customise the square bullets.
 Bullet position: indent at 0
 Text position: indent at 0.7



Margins
 These are the margins that this document was set to.



Career history

xxxx-xxxx Position, Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

xxxx-xxxx Position, Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

xxxx-xxxx Position, Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

xxxx-xxxx Position, Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

Education and qualifications

Put them on the second page if you have not chosen to put them on the first. Give details of significant modules if you believe it adds merit. If you have considerable experience lengthily details in this section may not be appropriate but if you are person with little experience the qualifications may add a lot of value.

Hobbies and Interests:

Only a brief outline. Gym, spinning, skiing, running half marathons, playing a musical instrument, dog walking, family, horse riding, reading sci-fi, history, languages...



Points to note: Many people don't like functional CVs because they don't say what you did, and where and when you did it! If you are considering creating and using one we suggest you first consult a subject matter expert. Please note, there is an example of a chronological CV / Resume on pages 8, 9 & 10 and, this is the de-facto norm.