

Functional format Resume Template

Name: _____ Full Address: _____ Postal Code _____
Phone: _____ Alternate Phone _____
Email: _____

Objective: _____

(Your objective should be kept targeted, brief and to the point. It is not mandatory that you have an objective on your resume but if you choose to use one, always ensure that it is current for the job you are applying for) Example: For a factory production worker you may wish to use Industrial/Manufacturing Labourer

Highlights or Essential Skills

This is a very important section of your resume. These skills could be referred to as "soft skills". They are skills or traits that are hard if not impossible to teach. They are your "foundation" to a successful career, and are very, very important to an employer. Think about this section and be able to "demonstrate" each through use of a scenario whether it be work, school or life experiences. This is also a section of your resume that can be changed according to the job you are seeking. Personality Characteristics assessment is a very useful tool to assist you in determining your soft skills / attributes.

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Summary of Qualifications (Categorize Relevant Skill Sets: ie – General Labour / Administrative etc)
_____ Skills

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_____ Skills

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_____ Skills

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Computer Skills

If you have more than just basic computer abilities, you should have a separate section on your resume and list both software and hardware skills. Be specific in the programs you are familiar with and be prepared to show you have these skills to an employer.

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Employment Detail Worksheet

Full Name of Employer: _____

Position: _____

Duties of Job Included: (Typical day of work and expectations)

- _____
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(duties should be collectively gathered and put into a Skill Category on page one – delete any skill that is irrelevant to the position being applied for)

Full Name of Employer: _____

Position: _____

Duties of Job Included: (Typical day of work and expectations)

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(duties should be collectively gathered and put into a Skill Category on page one – delete any skill that is irrelevant to the position being applied for)

Full Name of Employer: _____

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(duties should be collectively gathered and put into a Skill Category on page one – delete any skill that is irrelevant to the position being applied for)

Letterhead here

Work Experience or History

Always provide most recent information first – this is called a reverse chronological order. Don't sell yourself short when it comes to outlining your duties for each job. These skills are also very important to an employer. Think in order what a typical day of work was like for each job you have had, and list in that order. (Use extra paper if required)

Full Name of Employer: _____
Location: _____
Position: _____
Dates of Employment: _____

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Location: _____
Position: _____
Dates of Employment: _____

Education and Training

This section of your resume should also be listed in "reverse chronological order" as well. Be clear on academic accomplishments; don't mislead an employer to think you have more than you actually have. It is ok to list goals such as: Currently working on GED preparation material, goal is to write GED equivalency exam by June 2011. List courses from school that you enjoyed or were good at such as: Excellent math skills, excelled in woodworking or technical programs. Indicate your involvement in school activities such as sports, clubs or fundraising events. List any special achievements such as awards. If you participated in Co-op or OYAP throughout high school, list the information pertaining to this.

Full Name of School: _____
Location: _____
Highest Grade Achieved: _____
Date of Last Attendance: _____

• _____

Community or Volunteer Involvement

This information is always interesting and at times very useful to an employer. In many cases, skills used in these settings are relevant to paid positions you will be applying for.

Full Name of Organization: _____
Location: _____
Position: _____
Dates of Commitment: _____
Duties: _____

References Available Upon Request

Letterhead here

Work Related References

References go on a separate page (name and address at the top of page). You should have 3 reliable work related.

Example

Name of Employer/Supervisor _____
Relationship/Connection to Person Above (Manager/Co-worker) _____
Company _____
Contact Information _____
Best time to call (if applicable) _____

Name of Employer/Supervisor _____
Relationship/Connection to Person Above (Manager/Co-worker) _____
Company _____
Contact Information _____
Best time to call (if applicable) _____

Name of Employer/Supervisor _____
Relationship/Connection to Person Above (Manager/Co-worker) _____
Company _____
Contact Information _____
Best time to call (if applicable) _____

Please remember to bring a memory stick (USB drive) to save your resume package on and/or if you use our drop in resume assistance service to make changes to existing documents already saved to the device.