

Functional Resume Worksheet

Here's a straightforward format to help you create a skills-based resume. A functional resume allows you to highlight your transferable skills. Please see examples. Fill information in the blanks as it should appear on your resume.

Name

Address

City, State, Zip Code

Home Phone:

Email:

OBJECTIVE

(Write one sentences that briefly states the specific position you are interested in.)

and/or

SUMMARY

(Write three-five sentences that tell the reader who you are and why they should be interested in you. These may include: number of years experience, type of experience, industry, special strengths, skills, traits.)

MAJOR ACCOMPLISHMENTS

(Identify three-four organizational skills/functions relevant to your industry or position.)

SKILL/FUNCTION

- _____
- _____
- _____

SKILL/FUNCTION

- _____
- _____
- _____

SKILL/FUNCTION

- _____
- _____
- _____

PROFESSIONAL EXPERIENCE

(List employers from most recent to past)

Job Title, Company

City, State

Dates

Job Title, Company

City, State

Dates

EDUCATION
(List schools from most recent to past.)

(Name of School)	(City, State)	(Dates)
(Degree/Certificate received)	(Areas of study)	

PROFESSIONAL EXPERIENCE DEVELOPMENT
(Company sponsored courses, classes, seminars, workshops)

(Course Name)	(Certified Date, if appropriate)
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COMMUNITY ACTIVITIES/AWARDS

(Other categories include: Military, Professional, Civic, or Community Activities, Affairs, Affiliations, Awards, Experience, Honors, Leadership, Organizations, Recognition; Registrations; Certification; Training; Languages; Computer Knowledge/Skills, Software Systems, Languages; Publications, Patents, Special Skills.)