Career Services

Pathways
Services for Success

FAQS (frequently asked questions) ABOUT
FUNCTIONAL RESUMES

What is a Functional Resume?

The **Functional Resume** is a resume in which the information is organized by skill sets. These resumes focus on individuals whose education and experiences do not obviously match their career objective or when there are noticeable gaps in work experience.

Who should use a Functional Resume?

Functional Resumes can be used for students who have a Liberal Arts degree such as History or Psychology. In cases such as these, it may be easier for the student to describe skills that they have as opposed to the experience in terms of work history. Skill sets may be used as headings followed by examples of how these skills have been demonstrated. Examples of skill headings might be Communication, Computer Skills, Leadership, Research, Administration, and Management

Typically, individuals who also use a **Functional Resume** are those who have been out of the "work force" for an extended period of time. Examples include people who took time off to raise a family, travel, or for military obligations. A functional resume allows such people to feature their volunteer and other non-paid experiences. It also includes individuals who have multi-track job histories, or work history gaps.

What are the benefits of using a Functional Resume?

Functional Resumes are beneficial in these ways:

- Directs the reader to what you want them to notice.

- Demonstrates precisely the skills that the employer wants.
- Utilizes unpaid, volunteer, and non-work experiences to your best advantage.
- Eliminates work history that does not support your current objective

What information should I include in my Functional Resume?

The information included in a **Functional Resume** typically includes the following in this order:

Heading - Includes your name, current address, zip code, area code and telephone number, e-mail address, and website. If your current address is temporary, you should also include a permanent address and telephone number.

Objective – (Optional) This is where you define or identify the position you are seeking. Make this statement as precise as possible. Here is an example of an objective:

> **Objective:** To obtain a position as an administrator at a child care facility

Qualifications – (Optional) List here the 3 to 5 qualifications that you want to be sure the employer is aware of. These are not general skills or qualifications but rather the best of the skills you possess which are related to the position you are seeking. This section can also be called "Summary", "Profile" or some other appropriate heading. Here is an example of a qualifications section:

> **Qualifications:**
> - Energetic, caring, responsible child care worker
> - Reading and speaking fluency in Spanish

- BA Degree and certification in Early Childhood Education

Professional/Related Experiences - This is the bulk of your resume. Use 2 to 4 separate categories or sections, each highlighting a particular area of skill, such as Administration, Counseling, Supervision, or skills like the examples below. List these categories in order of importance to the position you are looking at. Make sure that within each section you stress those skills directly related to the position you are seeking.

Child Care
- Responsible for five 3-year-olds at child care facility
- Coached t-ball team for 3 years
- Tutored elementary school children in after school program
- Supervised bowling team for Special Olympics
- Participated in Reading Partners Program for Waterloo School System

Project Organization and Coordination
- Chaired committee to plan study abroad fair
- Coordinated food drive on campus for local food basket
- Planned museum outings for children at child care facility

Computer Skills
- Microsoft Office   - Lotus 1-2-3   - SPSS
- Adobe Photoshop   - Mac OS   - PC OS

Employment History - In reverse chronological order, you should include:
- Job title
- Employer name and location (city and state)
- Dates of employment

Education - In reverse chronological order, the required information includes:
- University you attended
- Any certifications or licenses related to your degree
- Any credentials, classes, or training

References – References should be on a separate sheet of paper with your name at the top. Your address and phone number are optional. You may also place your references on the bottom half of the second page of your resume if there is room to include them there. For each reference, include name, title, organization they represent, address, and phone number. Make sure you have asked each person for permission to be used as a reference.

Where can I find more information about Functional Resumes?

Below is a list of web sites displaying examples of **Functional Resumes**:

- www.jobstar.org/tools/resume/res-func.htm
- www.careerbuilder.com/gh_re_htg_format.html
- www.kiwicare.com/funct2.html
- www.doe.state.id.us/cjs/cjsbook/res10bb/htm
- www.zianet.com/wghg/page4.html
- www.neu.edu/career-services/functional.html
- http://weatherhead.cwru.edu/cmc/Alumni/FuncFormat.htm

You can also do any of the following:

- Attend a Career Services Resume Writing Workshop
- Make an appointment with a member of the Career Services staff
- Make an appointment to discuss your resume with a Career Services team.