

RÉSUMÉ TEMPLATE - FUNCTIONAL

Your name
Your address

Give your name prominence by using bolding and a bigger font. Include your phone and cell as well as a professional sounding email.

Your contact information

OBJECTIVE: A description of the type of position you are seeking and perhaps the key types of skills you see yourself using

This is an optional section. If you use it be specific about the type of work this résumé is focused on.

PROFESSIONAL PROFILE

- # of months/years experience in a related position or field
- Related education, training and/or certification
- 2 or 3 of your strongest related skill or knowledge areas
- A strong and relevant accomplishment
- A short list of relevant technical/computer skills
- 2 or 3 of your strongest related attributes

EDUCATION

Left-hand justify and bold important information such as your degree or position titles.

This is an optional section, but it can be a great way to focus the reader on your most important qualifications. Include four to six points.

Degree

Date of graduation

Name of institution, location (city)

- Relevant courses: a list of 4 to six courses that relate to your objective

RELEVANT SKILLS

Put your education near the top of the résumé when it is relevant for the work you are seeking. Consider adding a short list of relevant courses. Once you have started your degree, it's common to remove high school.

Skill type

- Accomplishment statement
- Accomplishment statement
- Accomplishment statement

Skill type

- Accomplishment statement
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This is the heart of a skills-based résumé. Include descriptive accomplishment statements from your education, work and volunteer experiences. Whenever possible, quantify your statements to give the hiring manager a sense of the depth and breadth of your experience. Instead of listing duties, use action verbs to describe accomplishments that are relevant to your objective. Group your statements into three or four subsections that are relevant to your objective. Ensure that it is clear which experience each statement connects to.

Your name

Put your name and "page 2" in the header of the second page.

page 2

WORK EXPERIENCE

List your experiences in reverse chronological order. On a skills-based résumé, do not include accomplishment statements here.

Position title

Start date - end date

Name of organization, location (city)

Include start and end months in your dates.

Position title

Start date - end date

Name of organization, location (city)

Position title

Start date - end date

Name of organization, location (city)

Position title

Start date - end date

Name of organization, location (city)

COMMUNITY INVOLVEMENT

List your volunteer/community experiences in reverse chronological order. On a skills-based résumé, do not include accomplishment statements here.

Position title

Start date - end date

Name of organization, location (city)

Include start and end months in your dates.

Position title

Start date - end date

Name of organization, location (city)

Position title

Start date - end date

Name of organization, location (city)

INTERESTS

This is an optional section. Highlight interests and activities that relate to your objective but also feel free to add other less related interests. Keep this section short – one or two lines.

- A list of three to six interests or activities

REFERENCES

Name of reference, position
Organization, location (city)
Phone number
Email

You can include your references or have the statement "References available on request". If the names of your references will be known to the reader and add to your credibility, you may want to include them. If you do not want to distribute your references contact information too widely, you may want to keep them as on a separate document and provide them when requested.

Your references should be three to four people who know you well from work, education or volunteer experiences. Work references are often the best. Make sure to ask permission before you list someone as a reference.

Name of reference, position
Organization, location (city)
Phone number
Email