

TEMPLATE - Functional Resume

First Name Last Name

Mailing address

Phone number (make sure a professional voicemail message is set up)

FirstNameLastName@email.com

LinkedIn URL (include only if your LinkedIn profile is up-to-date)

Objective: A sentence or two highlighting what position you are seeking and how your most relevant hard skills and soft skills align with the requirements for that position.

Professional Experience:

SKILL AREA ONE

- List your skills statements that align with the most important requirement of the position
- Use action verbs to start each bullet that describes what you did and what your results were
- Use the same tense for each action verb, either past or present

SKILL AREA TWO

- Format the same as SKILL AREA ONE above, featuring the second most important requirement for the position
- Use numbers or other measurable results to highlight your effectiveness, if possible
- Make sure your skills statements are easy to read and understand

SKILL AREA THREE

- Format the same as SKILL AREA ONE above, featuring the third most important requirement for the position
- Ensure your strongest skill is at the top of each skill area bulleted list
- List 3-6 skills statements bullets per skill area

Employment History:

Your job title, name of employer, employer's city and state abbreviation 2 years

Your job title, name of employer, employer's city and state abbreviation 3 years

Your job title, name of employer, employer's city and state abbreviation 2 years

Education:

Your degree or certification, name of college, college's city, state abbreviation and year graduated (drop year graduated if it is 5 or more years ago)

OR
If you didn't earn a degree or certification, list the number of credits earned toward what degree or certificate and the name of the college, the college's city state and abbreviation (drop this line if the education you received doesn't apply to the position or if you don't want to explain why you didn't graduate)

OR
If you graduated from high school or earned a GED and have not attended post-secondary education, your high school or institution where you earned your diploma or GED and the year graduated (drop the year graduated if it is more than 5 years ago)

Awards, certification and additional training:

- List first your most recent and/or most impressive award, certification or training
- Include only awards, certifications and additional training that apply to the position