

EFFECTIVE FUNCTIONAL RÉSUMÉS	
Functional Resumes	<p><b>Functional Resumes</b></p> <p>Depending on your experiences and accomplishments, you might organize your resume according to function or skill area. According to this plan, you would <i>not</i> list your information chronologically in the categories “Experience” and “Education.” Instead, you would sort your achievements and abilities—whether from course work, jobs, extracurricular activities, or technical skills—into two to four key areas such as “Sales,” “Public Relations,” “Training,” “Management,” “Problem-Solving Skills.”</p> <p>Under each area you would list three to five points illustrating your achievements in that area. Skills or functional resumes are often called bullet resumes because they itemize the candidate’s main strengths in bulleted lists. Some employers prefer the bullet resume because they can more easily skim a candidate’s list of qualifications in a few seconds.</p>
Individuals To Consider Functional Resumes	<p><b>Individuals to Consider Functional Resumes</b></p> <p>The following individuals would probably benefit from organizing their resumes by function or skill instead of chronologically:</p> <ul style="list-style-type: none"> <li>• Nontraditional students who have had diverse job experiences</li> <li>• People who are changing professions</li> <li>• Individuals who have had changed jobs frequently</li> <li>• Ex-military personnel reentering the civilian marketplace.</li> </ul>
Sections of a Functional Resume	<p><b>Sections of a Functional Resume</b></p> <p><b>Personal Data</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Phone</li> <li>• Email</li> <li>• Portfolio</li> </ul> <p><b>Objective Statement</b></p> <ul style="list-style-type: none"> <li>• Career goals</li> <li>• Main qualifications <ul style="list-style-type: none"> <li>○ Strengths, skills</li> <li>○ Areas of expertise</li> </ul> </li> <li>• Position</li> <li>• Organization</li> </ul>

Sections of a  
Functional  
Resume

**Summary** (optional)

- Core strengths and skill sets
- Past relevant experience
- Notable applicable accomplishments

**Skills** (sampling)

- Research Skills
- Writing Skills
- Design Skills
- Editing Skills
- Peer Instruction
- Leadership
- Communication
- Human Services

**Education**

- University
- Degree
- Graduation Date
- Location
- Major
- Minor
- Emphasis/Cluster

**Employment/Internships**

- Job title or position
- Company
- Location
- Dates

**References**

- Education
- Employment
- Character

Skill  
Samples

**Skill Samples**

**Research Skills**

- Analysis
- Interviewing
- Evaluation
- Reporting
- Problem Solving
- Planning
- Information Management

**Design Skills**

- Graphic Design
- Layout
- Media Production
- Presentation
- Publicity
- Marketing
- Advertising

**Peer Instruction**

- Curriculum Design
- Facilitating Discussion
- Instructional Design
- Problem Solving
- Student Relations
- Counseling
- Assessment

**Leadership**

- Management
- Administration
- Customer Service
- Promotion
- Team Building
- Retailing
- Mediation

**Writing Skills**

- Summary
- Synthesis
- Critique
- Audience Analysis
- Data Analysis
- Focus
- Organization
- Evidence and Support

**Editing Skills**

- Mechanics
- Grammar
- Global/Line
- Proofreading
- Information Management
- Audience Analysis

**Communication**

- Visual Rhetoric
- Document Production
- Listening
- Writing
- Presentations
- Editing
- Publication
- Media Production

**Human Services**

- Group work
- Coordination
- Event Planning
- Evaluation
- Public Relations
- Facilitating
- Counseling

Checklist

- Does the resume respond to the needs of its readers?
- Is the resume honest?
- Does the resume have a professional appearance, with generous margins, a symmetrical layout, adequate white space, and effective indentation?
- Is the resume free of errors?
- Does the identifying information section contain your name, address(es), and phone number(s)?
- Does the skill section highlight your significant abilities and accomplishments while providing details illustrating your capabilities?
- Does the education section contain your degree, your institution and its location, and your anticipated date of graduation as well as any other information that will help your reader appreciate your qualifications?
- Does the employment section include, for each job, the dates of employment, the organization's name and location, and (if you are writing a chronological resume) your position or title, as well as a description of your duties and accomplishments?
- Does the leadership section include your position or title, as well as a description of your duties and accomplishments?
- Does the reference section include the names, job titles, organizations, mailing addresses, and phone numbers of three or four referees, such as character, education, employment, and leadership?
- Does the resume include any other appropriate sections, such as military service, language skills, or honors?