



Description: A functional resume is simply a document that's used to present your background, skills, and qualifications to an employer. It is generally organized by skills or groups of skills and qualifications. A pure functional resume is not organized in chronological order.

Advantages: It highlights your greatest skills and strengths and focuses the reader's attention on your capabilities rather than job experience. It downplays experiences where you may not be as good a fit while highlighting your most desirable qualities and strengths.

Disadvantages: It may be a red flag to some employers. Employers like to get the full picture of an applicant's background and may not appreciate that important information is not in the order that it occurred.

Who should use this format? If you have a job hopping history, minimal work experience, gaps in employment, or you are completely changing career fields, you may want to use a functional resume.

Contact Information with professional email. Remember to have a professional voice mail message as well.

Get their attention by highlighting your skills. Customize this for the job description. Include transferable skills, such as self-management, to show that you can do the job.

Show that you have experience with being responsible and working with others. This section usually includes:

- Skill or Job Title/Area
- Brief description to show the skills you used in the position and how you added value to the organization

Include the employers/organization and locations in your work history. This format does not include dates.

Show that you have completed training to prepare for the job. This section usually includes the training provider name, location, your degree(s). It may or may not include dates.

JOE DOER

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SUMMARY OF SKILLS

- Industrious, reliable, highly-motivated and thorough
- Ability to safely operate power machines, tools, saws, sanders and drills
- Operate, repair and maintain mowers, snow blowers, buffers and trucks
- Experience with household repairs, painting, siding and construction

RELATED VOLUNTEER EXPERIENCE

Assembly

- Received, sorted, bundled and placed 27 tons per week recycling articles in correct containers
- Assembled, cleaned and packaged toys for children on holidays
- Repaired bicycles, motor bikes and garage doors
- Assisted nursing home residents with making crafts and decorating rooms

Janitorial

- Maintained all aspects of home, and made minor repairs to structures and equipment
- Assisted friends and neighbors with lawn care, mowing, raking, shoveling, painting, buffing, sanding, remodeling and cleaning
- Helped 70 displaced families repair and clean homes after a flood

Construction

- Assisted in building or remodeling homes for 50 low-income families
- Sanded floors, walls and cupboards
- Laid sheetrock, painted and stained woodwork, mixed cement and sided outside walls
- Drove and repaired diesel-powered trucks

VOLUNTEER WORK HISTORY

- Goodwill Industries Springfield, IL
- Minnesota Flood Victims Rescue East Grand Forks, MN

EDUCATION

Diploma: Johnson High School - St. Paul, MN



Put the most important points towards the top of the page.

Resumes get reviewed very quickly, so they need to make the point of why the employer should hire you very quickly.

That's why the old saying, "What's most important is above the thumbs" is so true in regard to paper resumes. It underscores why it's important to communicate your most desirable traits as early as possible to get attention.

Highlight transferable skills if you have minimal work experience.

Everyone's been there. How do you gain the work experience employers ask for when you can't get hired?

How do you demonstrate that you're capable of performing the job even though you haven't done it before? Whether you're an entry-level job seeker, reentering the workforce, or changing careers, this is where you'll need to understand about *transferable skills* and how they might factor into the hiring decision.

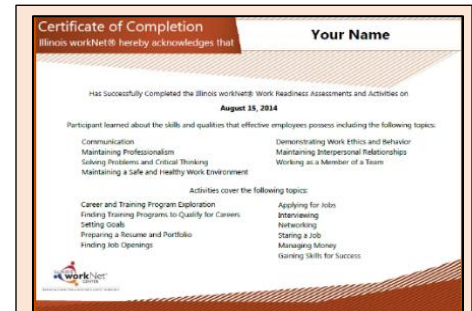
Transferable skills are the types of skills that can be transferred from one job to another. For example, you may have a skill for being *self-managing*, something employers frequently ask for in job ads. Since self-managing is a skill that can translate into many positions, it's a transferable skill.

Other transferable skills could include solving problems, helping others, being a team player, managing money, or any skill that's relevant to performing the job. Make a list with examples of how you used each one. For example, for self-management you might say, "Able to self-manage, and motivated to perform tasks without having to be instructed." Another transferable skill may be "Quick learner" and the statement could read "Picks up new job tasks, ideas and concepts quickly with minimal training."

Use section names and ordering to your advantage.

Resumes are divided into sections for easy reading. For example, section names could be OBJECTIVE, SUMMARY, EDUCATION, EXPERIENCE, SKILLS, VOLUNTEER ACTIVITIES, and MEMBERSHIPS, but there are *hundreds* of other choices. You have an opportunity to add or reorder specific sections on your resume to your advantage.

For example, let's assume you're interested in a position that asks for some special technical experience. You could add a TECHNICAL SKILLS section to your resume to highlight your related technical qualifications. Or, you could emphasize other areas of strength that could offset this, such as your EDUCATION or TECHNICAL CERTIFICATIONS. The simple trick of reordering and renaming sections to be more in tune with the job being pursued makes your resume more relevant.



Use your Illinois workNet
Employment 101 Certificate of
Completion and NOCTI 21st
Century Skills certificate to
highlight your skills.



Use action words and bullet points.

Action words, sometimes called action *verbs*, can give energy to a resume. Picking the right action words helps to make an impact because they are action-oriented and zero in on what you've done and the actions you've taken. Action words are frequently used to start bullet points in a resume. Bullet points are used to make a short statement to emphasize an important point. They're easier to scan because they make the point quickly and concisely.

Tell your story and create your own personal brand.

Your resume is a direct reflection of your professionalism. From an employer's perspective, the information they have about you paints a picture and tells a story about who you are and what you're capable of. But what makes you unique? In what ways have you made a difference? Do you have a success story or passion for something that you'd like to talk about? Branding is an important exercise because it helps to define a consistent message. Your brand sums up what your main selling points are, gives the picture, or tells the story of who you are and how you benefit an employer.

Use the online Optimal Resume Builder in Illinois workNet for more helpful tips, examples, and writing assistance.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

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