

**UIS CAREER DEVELOPMENT CENTER**  
**Functional Resume Worksheet**

Name \_\_\_\_\_

**Current Address**

Street \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**OBJECTIVE** (Optional, short and concise)

\_\_\_\_\_

**PROFILE OR SUMMARY** (Summarizes the most important skills, qualifications, accomplishments, and years of experience and personality traits you have to offer the prospective employer; tailor to specific position)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EDUCATION**

Degree, University, City, State \_\_\_\_\_ Date \_\_\_\_\_

GPA (only if 3.0 or greater) \_\_\_\_\_

**RELEVANT EXPERIENCE AND ACCOMPLISHMENTS** (Accomplishments highlight skills, abilities, and competencies rather than duties; have 3 or more main skill/categories and quantify your experiences)

Heading (skill/category) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Heading (skill/category) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Heading (skill/category) \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**WORK EXPERIENCE**

Job Title \_\_\_\_\_ Employer's Name, Location \_\_\_\_\_ Dates Worked \_\_\_\_\_

Job Title \_\_\_\_\_ Employer's Name, Location \_\_\_\_\_ Dates Worked \_\_\_\_\_

**PROFESSIONAL DEVELOPMENT** (Include workshops, conferences, trainings, etc...)

Event Title \_\_\_\_\_ Event Sponsor \_\_\_\_\_ Date Attended \_\_\_\_\_

**VOLUNTEER ACTIVITIES**

Role \_\_\_\_\_ Organization \_\_\_\_\_ Dates \_\_\_\_\_

**PROFESSIONAL AFFILIATIONS** (Include clubs, associations and organizations)

Organization \_\_\_\_\_ Role \_\_\_\_\_ Date \_\_\_\_\_