

# Functional Resume Worksheet

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone # \_\_\_\_\_ Alternative # \_\_\_\_\_  
E-mail \_\_\_\_\_

## Employment Objective

This statement tells a prospective employer what type of job or position you want. Examples: *Position as a light duty cleaner; To obtain a full-time, permanent position where I can utilize and expand upon my experience in the manufacturing/clerical/food services industry*

## Summary of Qualifications

This section can make your resume stand out from all the others. It tells the potential employer the essential skills, personal attributes, and experience you have to offer. Example: *Over 20 years experience as a residential and commercial cleaner, Active team player, WHMIS Trained, Typing speed 60 wpm*

- ◆ \_\_\_\_\_ ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_ ◆ \_\_\_\_\_
- ◆ \_\_\_\_\_ ◆ \_\_\_\_\_

## Relevant Skills and Experience

List 2 to 4 major areas of experience that best describe the skills you have to offer an employer (i.e. *Food Service Skills, Customer Service Skills, Cleaning Skills, Cash Handling Skills, Administrative Skills*). Under each main skill heading write down your major accomplishments (i.e. under the skill heading Food Service you might include: Worked all shifts handling up to 20 tables as a waitress in a fast-paced family restaurant). Employers want to know what you have accomplished, not simply a job description.

- \_\_\_\_\_ (Skill Heading)
- ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_

- \_\_\_\_\_ (Skill Heading)
- ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_

- \_\_\_\_\_ (Skill Heading)
- ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_
  - ◆ \_\_\_\_\_

Operated by



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