

## FUNCTIONAL RÉSUMÉ WORKSHEET

Employment Planning & Counselling - Peterborough

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Province & Postal Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Alternate # and/or e-mail: \_\_\_\_\_

### SUMMARY OF QUALIFICATIONS

This section provides a brief highlight of your work skills, and personal skills (e.g. punctual, reliable) and can make your résumé stand out from all the others. Choose skills that are related to the type of work you are now seeking (e.g. for a Driver's position: Possess Class G driver's license and own transportation; for a Cashier's position: Experienced handling large amounts of cash). If this section captures the readers attention, they are more likely to read the further details of your skills and experience.

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

List up to three major job skills you have that relate to the job for which you are applying. Under each job skill heading write down the skills you used, or duties you performed. Your skill base can come from both paid and unpaid experience (i.e. co-op or work placements, volunteer work).

#### Skill Set 1 (For Example: Market Research)

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

#### Skill Set 2 (For Example: Sales)

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

#### Skill Set 3 (For Example: Administrative)

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

### EMPLOYMENT HISTORY

Make a list of the past jobs you have held and list them in the order you have included them as skills in the section Employment Skills (e.g. if your first major job skills heading was "Customer Service Skills", start by listing former jobs you held providing customer service skills).

Job Title:  
Company:  
City/Province:  
(Dates) Year to Year:

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