

Functional Resume Worksheet

Name _____ Address _____
City and Province _____ Postal Code _____
Telephone # _____ Alternative # _____
E-mail _____



Job Goal, Career Goal or Objective _____

This section tells a prospective employer what type of job or position you want (i.e. 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 and experience you have to offer.

Example: Over 20 years experience as a residential and commercial cleaner).

- ♦ _____
- ♦ _____
- ♦ _____
- ♦ _____

Relevant Skills and Experience

List at least three 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). Now, under each main skill heading write down your major accomplishments (i.e. under the skill heading Food Service you might include, "Worked shifts handling up to 20 tables as a waitress at Denny's"). Employers want to know what you have accomplished, not a job description. Your skill base can come from both paid and unpaid experience (i.e. volunteer work, co-ops or work placements).

(Skill Heading)
♦ (major accomplishments) _____
♦ _____
♦ _____

(Skill Heading)
♦ (major accomplishments) _____
♦ _____
♦ _____

(Skill Heading)
♦ (major accomplishments) _____
♦ _____
♦ _____