

## Functional Resume

**Consider** whether a functional resume will improve your chances of getting an interview, and thereby a job. A functional resume is any that emphasizes skills and abilities and deemphasizes the chronology. This shift in focus may be helpful in the following situations:

- You are changing careers or focus and you wish to feature skills and accomplishments that weren't central to recent jobs, such as older experience, volunteer experience, or skills developed outside of work.
- You have an interruption in your work or your career has recently taken a detour
- You can better customize your resume to the job you are seeking by deemphasizing the chronology.

## Getting Started

**Brainstorm.** Write down skills and accomplishments. Don't worry at this stage which ones are relevant. You can sort and edit later. Don't forget anything that might help, including:

- Volunteer experience
- Experience working in another country, industry, or job function
- Education, academic background, and on-the-job training
- Skills, especially computers and language skills
- Clubs and community affiliations
- Hobby, craft, and do-it-yourself know how

**Organize.** What is the very best, most relevant selling point on your resume? Are you a computer whiz? Do you have an impressive degree? Do you have years of experience doing something related to the jobs you want? Give your strongest asset top billing. You might also subdivide your experience into groups; for instance general people skills and more concrete accomplishments.

**Arrange** the resume by category, not by time. Rather than a section for each job, have a section for each sort of experience or skill you can offer, computer skills, education, and experience are the obvious divisions.

When listing experience, begin each line with an active verb. It adds punch to the writing and gives the list a consistent tone and structure.

If you can, focus on problems you've solved and specific results you've achieved. Did you save somebody money? Did you accomplish something more than your job description?

The usual rules of resume writing still apply, only the result is shaped differently.

**Add** a brief summary at the beginning. This is not the well-worn “objective” bit about obtaining a full-time job. Instead, it is the best condensed version of your offerings you can write. Ideally, a busy recruiter or hiring manager should be able to tell whether it’s worth reading more of your resume within about 20 – 40 seconds.

**Add** a brief chronology of your work history at the end. They can be one-line descriptions, including simply the company, your title, and the year in which you worked there.

<http://www.wikihow.com/Write-a-Functional-Resume>

## NAME

Street • City, State Zip • Phone • Email

### JOB OBJECTIVE

Very concisely state what job you would like next.

### HIGHLIGHTS OF QUALIFICATIONS

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

### PROFESSIONAL ACCOMPLISHMENTS

#### KEY SKILL

- Write two or more bullet statements about employment or volunteer activities in which you used this skill.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results.

#### KEY SKILL

- Write two or more bullet statements, following the tips mentioned under the first Key Skill section.
- Prioritize the statements under each Key Skill section so the most relevant one comes first.

### WORK HISTORY

20xx-present	ORGANIZATION, City, State Job Title
19xx-xx	ORGANIZATION, City, State Job Title
19xx-xx	ORGANIZATION, City, State Job Title

### EDUCATION

Degree, Major [if relevant], 20xx  
School, City, State

### COMMUNITY SERVICE

Position held, Organization, 20xx-present  
Position held, Organization, 20xx-xx

**Kristen Taylor Allen**  
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Home: (123) 555-0221  
Work: (123) 555-9083

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#### OBJECTIVE

Administrative support position in a major marketing division; to use and develop my clerical, organizational, and planning experience.

#### EXPERIENCE

- Kept extensive, detailed records on several market-research projects at one time.
- Edited, composed, and word-processed all documents for these and for several others in development.
- Used responses to generate a \$1.5 million ad campaign which resulted in \$5.5 million in new business.

#### ORGANIZATIONAL

- During extensive cutbacks and start of closure of bank's marketing department, reconfigured department for optimal operations.
- Helped create market research projects, restructured duties in department to accommodate each project.

#### PLANNING

- Suggested and implemented hire of research associates, data analysts, and other specialists.
- Developed flex-time schedule for work to maximize use of office space during research projects.

#### EMPLOYMENT

- 1995-Present - **Bilksteal Bankshares, Administrative Aide**
- 1992-1995 - **Pack Advertising, Market Researcher**
- 1989-1992 - **Quick Markets, Payroll Director**

#### SKILLS

Proficient on Hewlett-Packard D2-4000 Data Processor. Use Windows PC, Macintosh, Lotus, and other specialized programs. Learn quickly. Solve problems efficiently.

#### EDUCATION

South Virginia Community College, Associate in Secretarial Science, 1968, Cum Laude.

American Banking Institute Coursework, 1977-1980.

Southside University, courses in computer graphics and organizational behavior, 1989-1991.