

CAREER CYBERGUIDE

Functional Résumé Template

Your Name
Street Address
City, Province Postal Code
() Telephone Number
Email Address

OBJECTIVE Tells the reader why you are submitting your résumé to them and should be the focal point to which all other elements in the résumé relate. Focus on the employer's needs for the position and not what you want from the position. Include the position you want, your key skills that qualify you for the position and the benefits / value to the employer.

EDUCATION

- List most recent education first and continue in reverse chronological order.
- List degree, diploma or certificates obtained; indicate level and major (e.g. Honours Bachelor of Arts Degree in Psychology), and avoid using abbreviations (e.g. B.A.).
- Indicate school name, location, and year of graduation. If still enrolled in a program of study, outline expected date of graduation.
- Omit high school education if attending / attended post-secondary education.
- Optional: Indicate any academic awards obtained and / or a high academic standing.
- Optional: Include a brief description / listing of courses and / or course work only if they are relevant to the position or field of interest.

RELEVANT SKILLS

Relevant Skill #1

- Relevant skills are not a list of job duties; describe your accomplishments and successes – how you performed on the job and your unique contributions
- Use action verbs in the past tense and use a different action verb for each statement
- The accomplishments listed under this heading could have resulted from previous work experience, volunteer experience, as well as academic and extra-curricular activities.
- Try to put 3-4 specific points under each skill.
- Results of tasks are important, as well as quantity (e.g., how much you increased sales, how you achieved a goal, how many children you supervised)
- Refer to the action verbs tip sheet for ideas – find the appropriate column for skills you are describing and ask yourself when have you clarified something? Investigated something? (example from Research Skills column of Action Verbs sheet)

Relevant Skill #2

- Same as above

Relevant Skill #3

- Same as above

Name in full

() **Phone Number**

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WORK EXPERIENCE (list your most recent work experience first)

Title of Position. Dates of employment (use years with months for short-term positions)
Name of Employer, City, Province

PROFESSIONAL ASSOCIATIONS OR MEMBERSHIPS (Optional)

- Only include current memberships and only if relevant to your objective
- Indicate your title (e.g. Executive, President, Member)
- Outline the year(s) you have been involved in the association.
- Use action verbs in the past tense, and relate the skills or knowledge you acquired or developed from membership involvement or any positions that you held.

PERSONAL DEVELOPMENT (Optional)

- List courses, workshops, seminars or conferences relating to the objective that enhance the skills needed for the position or field of interest.
- For example: Toastmasters (public speaking club), Writing Workshop, Annual Biotechnology Conference, Safety or First Aid Training, Career Development Certificate.
- Place this section here or in another area of the resume depending on how much it relates to your objective and the position.

ADDITIONAL SKILLS (Optional)

This section can be placed on the first page if it directly supports your career objective. Try to categorize your skills in terms of language, technical etc. For example:

- **Computers:** List your computer skills in terms of hardware, software, and versions.
- **Languages:** List the language skills you possess, indicating the fluency level, and whether or not it is oral or written knowledge.

INTERESTS OR EXTRA-CURRICULAR ACTIVITIES (Optional)

Use this section as an opening to reveal something about yourself / your personality that relates to the job. Reveal what skill or strength your interest has developed that will allow you to make a strong contribution in this position.

REFERENCES AVAILABLE ON REQUEST (Optional)

Use this section as a standalone heading. Do not include references on your resume – bring along a reference list to the interview that you have prepared ahead of time.