

FUNCTIONAL RESUME WORKSHEET

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Email: _____

SUMMARY (Thirty words or less about your career, including your scope of responsibilities, industry, skills, personal traits, etc.) _____

FUNCTIONS (describe examples of your accomplishments related to each of your functional skill areas) Action verb (e.g., organized, developed), + what you did + outcome or result

- _____
- _____

Function (e.g., management, technical writing, communications) _____

Action verb (e.g., organized, developed), + what you did + outcome or result

- _____
- _____

Function (e.g., management, technical writing, communications) _____

Action verb (e.g., organized, developed), + what you did + outcome or result

- _____
- _____

Function (e.g., management, technical writing, communications) _____

EDUCATION

School: _____

Location: _____

Degree: _____

Major: _____

Certifications or licenses: _____

PROFESSIONAL TRAINING AND DEVELOPMENT (courses/seminars attended)

- _____
- _____

SPECIAL AWARDS (optional) _____

PROFESSIONAL AFFILIATIONS/COMMUNITY ORGANIZATIONS (optional)

