

Community Employment Services

FUNCTIONAL RESUME WORKSHEET

# **YOUR NAME**

Address City, Province Postal Code Telephone Email

### HIGHLIGHTS OF QUALIFICATIONS

The Highlights of Qualifications section of the resume should include the following information:

- 1. Skills (e.g. Strong communication skills)
- 2. Achievements/Experience (e.g. 8+ years working in the food service industry)
- 3. Certifications (e.g. Safe Food Handling Certification)
- 4. Personality Characteristics (e.g. Outgoing and Enthusiastic)

TIP: Bullets should be related to the job and change for each job you apply for. If you have a job posting, look at the qualifications listed and include these in this section.

For more qualification examples, **refer to Section A of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

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### **EMPLOYMENT SKILLS**

In the Employment Skills section of the resume list:

- 1. Skill categories that are related to the type of job you are applying for (e.g. Administrative Skills, Computer Skills, General Labour Skills, etc.)
- 2. Bullets listed in each skill category should reflect specific skills, job duties and responsibilities demonstrated in current or previous work, volunteer and/or personal experiences

TIP: List the most relevant skills categories first. Bullets should be in the past tense. For more employment skill examples, **refer to Section B of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

Skil	Category:		
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#### **EMPLOYMENT EXPERIENCE**

In the Employment Experience section of the resume list:

- 1. Your employment experience from <u>MOST</u> recent to <u>LEAST</u> recent
- 2. Employer information: position title, company name, city, province and duration (years) of position

Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:

### EDUCATION

In the Education section of the resume list:

- 1. Your education from <u>MOST</u> recent to <u>LEAST</u> recent
- 2. Information required: institution name, city, province, duration (years) of program and what was obtained (e.g. degree, diploma, certificate)
- 3. If you are currently in school, you may list the level of a program achieved (e.g. Social Service Worker Diploma Program Year 1) or indicate that you are working towards completing a program (e.g. 'Currently working towards Social Service Worker Diploma')

Degree/Diploma					
Institution:, City:, Province: Year-Year:					
Degree/Diploma					
Institution:	_, City:	, Province:	Year-Year:		

### **VOLUNTEER EXPERIENCE**

In the Volunteer Experience section of the resume list:

- 1. Your volunteer experience from <u>MOST</u> recent to <u>LEAST</u> recent
- 2. Organization information: name, city, province, duration (years) of position and a volunteer title
- 3. Bullets related to specific job skills, duties and responsibilities held within each volunteer position listed

TIP: Bullets should all be in the same tense (past tense).

Volunteer Title					
Company Name:	, City:	, Province:	Year-Year:	Year-Year:	
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## **CERTIFICATION & TRAINING**

In the Certification & Training section of the resume list:

- 1. Certifications and training obtained from MOST recent to LEAST recent
- 2. The year the certification was achieved

Examples: WHMIS, Smart Serve, Health & Safety, Safe Food Handling, etc.

•	 Year-Year:
•	 Year-Year:
•	 Year-Year:
•	 Year-Year:

### REFERENCES

References are to be listed on a separate page and brought to the interview. At the end of the resume, put in the statement 'Available upon request' as seen below.

Available upon request