

FUNCTIONAL RESUME WRITING

GENERAL INFORMATION

AVOID USING RESUME TEMPLATES.

They are generally restricting.

USE 10-12 POINT FONT. Anything smaller is hard to read and anything larger looks unprofessional.

ADD HIERARCHY BY BOLDING HEADINGS

SPELL CHECK AND GRAMMAR CHECK.

Have others look over your resume to be sure you have caught everything.



FUNCTIONAL RESUME HEADINGS

Qualifications
Highlight of Qualifications
Summary of Qualifications
Professional Profile

Professional Skills
Additional Experience
Clinical Experience
Coaching Experience
Teaching Experience
Work Experience
Computer Skills
Core Competencies
Laboratory Skills

Employment History

Education
Educational Background
Educational Highlights
Certification
Language Competencies
Licensure and Certifications
Military Service
Specific Training
Training

Achievements
Activities & Distinctions
Endorsements
Honors/Awards
Honors & Distinctions

Memberships
Professional Affiliations
Community Involvement
Professional Organizations
Volunteer Activities
Volunteer Work

THE FUNCTIONAL RESUME

A functional resume is designed to more effectively highlight your most career-related skills. Skill Clusters are used to group skills and experiences by category or quality. Job seekers can create a functional resume to serve either one of two purposes.

Purpose 1: This can be used for a job seeker with much experience in the same type of work or career field who has held a number of positions either at the same company or at a variety of companies. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on common responsibilities and skills.

Purpose 2: This can be used for a job seeker looking to make a career change. This person's skills and abilities may be similar to those required of the desired position in terms of transferability. However, the job seeker needs to clearly make the connection between past job skills and experiences and desired job skills and experiences for a potential employer. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on those responsibilities and skills required for the desired position.

SKILL CLUSTERS

This is the marketing component of your resume which promotes you. This type of resume divides your experiences into specific skill or functional areas. Some common skill areas may include Communication, Writing, Computer, Research, etc. As with any resume, be sure to include skills gained from work experience, volunteer experience (internships, community service, student teaching) and campus leadership. Use a variety of ACTION WORDS which describe situations and achievements.

RESUME BREAKDOWN

RESUME HEADER

- **Name as you want to be referred to professionally.**
Example: Grace Evelyn Goodwin, Grace E. Goodwin, Gracie Goodwin
- **Current address and phone number with area code.**
Where you can be reached now.
- **Email address**
Use professional looking email.
Example: firstname.lastname@gmail.com.

QUALIFICATIONS

- Statement of your special skills/characteristics that are relevant to the job.
- Statement/Areas of skills gained, accomplishments, scope of experience or quantifiable result.

EMPLOYMENT HISTORY

- **Job Title, Organization Name, Location, Dates,**

FUNCTIONAL RESUME WRITING

EDUCATION / CERTIFICATION

For each degree-conferring institution

- **Degree/Certification**
Example: Bachelor of Arts Degree in Education, May 2012
Clarke University; Dubuque, IA
- **Minors**
- **Teaching Certificate** (if applicable)
- **Specialized Instruction** (if applicable)

PROFESSIONAL/COMMUNITY INVOLVEMENT

Include name of organization and dates of membership or activity.

POLISHING IT UP

Once you have all of your information down on paper, decide which experiences are directly related to your objective, which are not and which are questionable. The questionable information can be used only if there is room, otherwise stick with the directly related experiences.



SCANNABLE RESUMES

Some organizations scan resumes with software to search for keywords and find the best job candidates. Follow these additional tips to make your resume “scanner ready”:

PAPER

- Choose plain white paper that is 8 1/2 x 11”
- Don’t fold or staple your resume
- Print on one side only

TYPEFACE

- Do not underline words or use italics and boldface
- Use ALL CAPS for section headings
- Use a standard typeface, 10-14 points in size. Avoid fancy, decorative type.

FORMAT

- Place your name on the top line. Use a separate line for your address.
- Avoid tabs, bullets, graphics, boxes, shading and horizontal / vertical lines
- Limit the use of abbreviations

CONTENT

- Include keywords related to the skills and experience employers in your field are looking for.

ACTION WORDS

Use action words to describe situations and achievements. Utilize a mix of words to avoid repetitiveness.

achieved accomplished effected fulfilled obtained produced promoted resolved secured	assisted cooperated dispatched expedited helped maintained promoted authorized delegated empowered invested qualified carried out accomplished achieved assumed attained discharged exercised fulfilled performed	practiced pursued transacted undertook ventured continued adhered to maintained persisted remained resumed cooperated collaborated contributed maintained negotiated supported sustained transacted	developed built caused charted commissioned constructed created derived designed devised effected established formed generated made organized originated prepared prompted sponsored synthesized	earned merited exceeded excelled surpassed progressed advanced emphasized accentuated featured stressed implemented administered enforced performed managed administered checked commanded commissioned	conducted controlled designated directed engineered handled operated oversaw regulated represented supervised participated collaborated combined contributed coordinated pooled shared synchronized	planned designed projected proposed schemed outlined mapped modeled programmed pointed out demonstrated displayed exhibited indicated revealed showed succeeded accomplished achieved prevailed resisted withstood	understood apprehended assimilated mastered seize
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FUNCTIONAL RESUME WRITING

THE COVER LETTER

Many times individuals will spend hours writing a “perfect” resume and very little time writing a quality cover letter. Remember that your cover letter not only accompanies your resume, it is typically the first to be seen. To make positive first impression, your resume should be neat, concise and error-proof in both spell and grammar.

Effective cover letters convey a sense of purpose, project enthusiasm for the position or program and demonstrate your knowledge of the employer or graduate program’s goals and needs.

NOTE: Each cover letter should be customized to fit the position for which you are applying.

COVER LETTER BREAKDOWN

HEADING AND SALUTATION

- Your contact information (formatted like your resume)
- Date cover letter is being sent
- Recipient name, company name and address
- Salutation to the recipient (refer to ADDRESSING THE READER to the right for tips)

FIRST PARAGRAPH

- State purpose of letter
- Indicate your interest in the position or company
- Catch attention
- Flatter your audience by using company/ program information found through research

SECOND PARAGRAPH

- Explain how your background makes you qualified
- Use specific achievements to show this
- Highlight information found in the resume but do not simply repeat your resume

FINAL PARAGRAPH

- Indicate your intentions for follow-up
- Repeat a number where you may be reached

CLOSING

- Closing
- Signature

REASONS TO SEND A COVER LETTER

A result of a direct search

In response to an advertisement

To follow up on a contact made through networking related experiences.

FUNCTIONAL RESUME WRITING

THE REFERENCE PAGE

The term *reference* refers to a person who may be asked to talk about your skills, experience and work ethic. A potential employer may call a reference and ask questions about you.

A reference may be asked to write a letter of recommendation as well.

When choosing your references, ask individuals who will provide honest, candid, and positive recommendations.

CHOOSING YOUR REFERENCES

Select professional references. Unless requested, do not select friends to serve as “character” references. Choose people with whom you have worked, people who know your skills, abilities and career goals, and people whom you have asked in advance to serve as references.

When asking people to serve as references, give them a copy of your resume.

Ask them for advice or feedback. Talk to them about your career goals. This way, they are more prepared to talk to a potential employer in a helpful way.

Remember that people have busy lives. **If there are deadlines for writing letters or completing forms, be sure to tell your references.** Check in with them if necessary. While doing so, be respectful and gracious of their other obligations.

Always follow up with your references when you have accepted a position. Send them a thank you note telling them about your new opportunity.

LETTERS OF RECOMMENDATION

Letters of recommendation are written evaluations of an individual’s performance, whether at work or in the classroom. This information is an integral part of the world of work and education. Communication of this information is necessary and appropriate. Often, references are requested to convey this information through a written document.

HANDLING REFERENCES AND LETTERS OF RECOMMENDATION

SELF-MANAGEMENT

The trend is moving towards self-management; that is, for prospective employees to send their letters of recommendation directly to potential employers. We, in Career Services, support this practice as it provides the employee greater control over his/her file. Simply keep copies of your letters of recommendation and copy them as needed. Ask letter writers to not address the letter to anyone in particular; simply put at the top, “Letter of Recommendation for...” All letters should be signed and dated.

ALTERNATIVES

ReferenceNow is the premiere clearinghouse for reference information on the internet. For a fee, Clarke students can create a file of information which can be made available to potential employers and graduate schools. With an active file, your vital information is available instantly and online, eliminating mailings, faxing, delay, and hassle. By having more information available to employers and graduate schools, you can increase your chances of success!

Simply visit their site at www.ReferenceNow.com and create a file to organize your:

Official Transcript
Letters of Recommendation
(confidential and open)

Examples of Work
Writing Samples

Reference contact information and anything else which you want to present to recruiters or graduate schools.