




Resume

FUNCTIONAL

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Functional Resume

A Functional Resume focuses on your skills and experience instead of specific listed *job history*.



You should use a functional resume if:

- You want to change careers .
- You have gaps in your work history.
- You frequently changed jobs.
- You are trying to reenter the workforce after an extended absence.

Advantages

- A functional resume trims down unnecessary information- it focuses on specific skills and abilities for the job you are applying for.
- It can help you emphasize and highlight relevant qualifications and achievements.
- Highlights transferable skills if you are looking for a new career

Disadvantages

- Employers may wonder if you lack a steady and stable work history – they may wonder if you are a job hopper.
- Some job boards don't accept them.
- You will *still* most likely have to fill out an application – be aware & prepare!
- It's harder to demonstrate growth when skills and experiences are separated from job history.

Some General Resume Rules

- Do not use words like 'I' or 'My' or 'Me'- the resume is about you, no need to waste space
- Use easy to read font – no smaller than 12 pt.
- You can still list a few jobs/projects on a functional resume
- Make sure your email is professional!

Most Importantly

The *perfect resume*, no matter what type of resume, is only **ONE PAGE**.




Yes, even if you have 20 years of experience...

Writing a Functional Resume

Sections

- Name and contact information
- Skills/abilities
- Relevant jobs/projects
- Educational History



Where is the summary/objective? Most employers do not read them – save this space for more experience/skills.

Name and Contact Info

You, **Best Candidate**, can have several different headings –



Just make sure yours is easy to read.

Example Headings

#1

Best Candidate

Denison, TX – 903-463-9997

bestcandidate@email.com



#2

Best Candidate

Denison, TX

903-463-9997

bestcandidate@email.com

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Skills

Customer Service

- Made schedule for 11 person team
- Resolved customer complaints
- Excellent money handling & cash drawer balancing



Baker/Kitchen Help

- Lead baker over crew of five
- Supplied all baked goods for the store
- Responsible for all inventory and ordering

Relevant Jobs/Projects

Personal Baker for Weddings and Parties

- Three Tier Cakes
- Cakes to Feed 30+ People
- Excellent Money Handling Skills



Certified Welder

- Certified AWS in 3G and 4G Positions Stick Welding
- Knowledge in MIG and Flux Core Welding
- Completed Trinity Valley Community College Welding Course
- Obtained Approximately 1800 Hours in Department of Labor's Apprenticeship Program for Combination Welder

Education

This section is structured like your professional section - most recent education first.



If you list a certificate or degree, you don't need to list high school/GED information.

- However you should list your high school/GED information if you do not have certificate or degree information.

Things to Remember

- Your resume should only be one page in length.
- Make sure there are **NO** misspelled words!
- Have at least three other people look it over before you give it out.
- Make sure you email a copy of it to yourself so you will always have it with you.



Best Candidate

903-465-555

920 South Produce St. ■ Denison, TX

hardworker@gmail.com

SKILLS:

Baker/Kitchen Help

- Lead baker over a crew of five
- Supplied all baked goods, three times a day for a population of 1500 people.
- Kept bakery utensils, equipment and work area cleaned.
- Mixed and baked ingredients according to recipes to produce breads, pastries and other baked goods
- Moved and distributed bakery supplies and products in and around production area of bakery using hand-trucks, dollies, troughs and rack trucks

Certified Welder

- Certified AWS in 3G and 4G positions Stick welding
- Knowledge in MIG and Flux Core welding
- Completed Trinity Valley Community College Welding Course
- Have obtained approximately 1800 hours in Department of Labor's Apprenticeship Program for Combination Welder

Green House/Nursery Work

- Certificate in Horticulture - chemical mixtures, seedlings and grafting
- Landscaping with emphasis in rock work
- Filled shipping and custom orders for large and local companies
- Knowledge in placement of retaining walls to stop soil erosion

Brick/Concrete Work

- Applied hardening and sealing compounds to cure surface of concrete, and waterproofed and restored surface.
- Cut metal division strips and pressed them into terrazzo base so that top edges formed desired design and pattern.
- Removed damaged tile, brick and mortar and prepared installation surfaces, using pliers, chipping hammers, chisels, drills and metal wire anchors.
- Calculated angles and courses and determined vertical and horizontal alignment of courses.
- Broke and cut bricks, tiles and blocks to size, using trowel edge, hammer and power saw.

Example: Functional Resume

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LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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