

FUNCTIONAL RESUME

If your formal experience is lacking or in a different field than the position you're applying for, but you have the skills necessary to succeed in the role, choose the Functional resume type (skills highlighted).

This approach highlights skills rather than work history. By examining the job posting, you can tailor 2–4 relevant skill-related sub headings and use bulleted points to provide evidence of your skills.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

Suggested Resume Headings:

- Professional Experience
- Teaching Experience
- Key Competencies
- Career-Related Skills
- Computer Competencies
- Coaching Experience
- University/Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Interests
- Personal Achievements
- Languages
- Leadership
- Research
- Publications

Anita Career

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Education

- College of Arts and Science — Psychology (Honours program)** 2014 – present
University of Saskatchewan, Saskatoon, SK
- **Certificate in Criminology & Addictions**, 2016
 - University of Newcastle, Australia, Term Abroad, September–December 2015
 - Dean's Honour Roll (in the top 7% for my college)
 - Invited for membership into Golden Key (in the top 15% for my field of study)

Certifications and Training

- **First Aid and CPR:** Emergency First Aid and CPR C; valid until Mar. 2020
- **Suicide Prevention:** Applied Suicide Intervention Skills Training (ASIST), June 2017
- **Health and Safety:** Conflict Resolution Training, Feb. 2016; WHMIS, Mar. 2017
- **Self Defense for Women:** Rape Aggression Defense (R.A.D.) System, Oct. 2016

Summary of Skills

Community Service

- Commit to making positive changes in agency settings by providing accessible services and programming
- Able to educate volunteers, staff, clients, customers, and service users by providing the necessary training and mentorship supports to employees in their roles
- Building effective collaborative relations with all stakeholders to ensure that many different behaviours, attitudes and policies work effectively in cross-cultural settings
- Refined written, listening and oral communication skills through academic writing, group projects and community service experience
- Appreciate and understand the importance of confidentiality around contact information, program statistics and services

Leadership

- Led the University of Saskatchewan, Huskie Athletics, Women's Cross Country Team roster for the 2015 – 2016 year
- Chosen by the Arts and Science Peer Learning Community to prepare and present a poster board at the 2016 SK Youth Symposium on a 20 year longitudinal study on the effects of Fetal Alcohol Syndrome in children ranging in ages from birth – four, in Saskatchewan communities
- Competent in initiating, promoting and maintaining positive rapport and collaboration with campus student groups and their interim leaders
- Organized staffing schedules and managed production capacity for 50 employees at McDonalds; balancing the needs of parents, high school and post-secondary students, and workers with multiple jobs

Work Experience

- Supervisor and Team Leader** May 2014 – present
McDonalds Restaurant, Erindale location, Saskatoon, SK

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?.

Should I include high school on my resume?

If you are still in your first year of university, then it is okay to keep your high school listed. However, once you have completed your first year, you'll want to remove it from your resume.

The Summary of Skills section helps you to summarize the key skills that you possess that the employer is looking for in the job posting. Highlight skills you have acquired and how well you accomplish tasks.

Summary of Skills Tips

- Usually includes 2–4 subsections of skills that are chosen based on what is listed in the job posting
- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each subsection usually has 3–5 bulleted points

Make your headings stand out by using **bolding**, underlining, *italics* or ALL CAPS. Avoid coloured font and shading as they can be distracting.

Provide quantitative and/or qualitative details when possible. This helps an employer to better understand the scope of your experience.

Using Action Words to begin your statements will help you to create a more powerful and concise example of your skills and/or responsibilities.

Should I include my extracurricular activities?

This is entirely up to you. For some people, it allows them to show a potential employer a more holistic view of themselves apart from their education and work experience.

This section can be subdivided into areas such as: interests (spare time or healthy lifestyle activities), volunteering, community involvement (locally, provincially, regionally, nationally, internationally), athletic involvement, memberships (in student clubs/groups, professional associations, gyms or training centres).

Do I need to include a section on volunteering?

- Volunteering is a great way to show commitment to your community and is viewed very favourably by employers; it shows that you are a well-rounded individual
- Including details about volunteer experience is a great way to build your resume, and often one of the criteria for considering an applicant for the purposes of interviewing
- LinkedIn refers to this section as *Volunteer Experience and Causes* (that you care about)

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Campus Involvement

Athletics

Women's Cross Country Team

Sept. 2016 – July 2017

Huskie Athletics, University of Saskatchewan, Saskatoon, SK

- Competed in national interuniversity competitions at the following sporting events: the Stewart Cup (Oct.); Canadian Interuniversity Sport (CIS) /Canada West Championship (Nov.); Downtown Lions Sled Dog and K of C Indoor Games (Jan.); Alberta Indoor Games (Feb.) Saskatoon Kinsmen Indoor Champs (March); and SK Summer Games (July)
- Organized the annual fundraiser for the Cross-Country Team called Brainsport BrainFreeze; 10 km run held on March 6, 2016

Memberships

Golden Key International Honour Society

2015 - current (Sept. - April)

University of Saskatchewan Chapter, Saskatoon, SK

- Involved in the *SPARK a Change* program; working with at-risk youth ages 14 – 17, in a group literacy program, held at the Saskatoon International High School Program within Saskatoon Public Schools at Evan Hardy Collegiate
- Organized a local Saskatoon event for Global Youth Service Day, held on Oct. 15, 2016, to donate the harvest of Saskatoon's Community Garden to the Friendship Inn

Saskatoon Psychology Students' Association

2015 - current (Sept. - April)

University of Saskatchewan, Saskatoon, SK

- Use social media platforms (Facebook and Twitter) to supply the membership with timely information around association events, answer questions and provide contacts as needed
- Understand the importance of digital branding and reputation management as one of three social media Administrators

Undergraduate Awards

Huskie Women's Cross Country Award

2017

- \$1,000 award for athletic ability and contributions to the Huskie Women's Cross Country team

James Barney Smyth International Study Abroad Award

2015

- Awarded to a College of Arts and Science student who has been approved to participate in a University of Saskatchewan exchange or student abroad program, for academic credit

References

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The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

References:

References are people who can attest to your work ethic and professionalism, academic history, competencies (knowledge, skills and abilities) and/or personal attitudes/attributes.

Reference Tips:

You will want to include three references who have agreed to be a reference

- If your references never change, include them in your resume in the final *References* heading
- If your references change depending on the job you are applying for OR you feel strongly about not including them, have a final *References* category in your resume and have a bulleted statement that says something like "*References provided upon request*"
- Be sure to bring a list of references to the interview on a single piece of paper written in the same font style and size as your resume, if they haven't already been provided
- Ensure each reference has your most recent job search applications so they will be prepared to speak about you and what you can offer to a potential employer

Potential References:

- **Work Experience** (All types): Current and/or former employers, managers, supervisors, directors, human resources personnel, co-workers
- **Academic:** Professors, faculty supervisors, university staff, teachers, principals, directors of education, high school counsellors
- **Religious/Faith:** Clergy, faith community members
- **Athletic:** Coaches, sport coordinators, athletic association personnel
- **Character:** Neighbours, home stay families, personal acquaintances