

## 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 Functional (skills highlighted)

This approach highlights skills over work history. By examining the job posting, you can tailor 3-4 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 were your major accomplishments?
- Did you supervise or train others?

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

## ANITA CAREER

Abc123@mail.usask.ca  
ca.linkedin.com/in/anitacareer  
(306) 555-0989 (c)

Temporary Address (Until April 2015)  
201 – 110 Job Search Road  
Small Town, SK S7N 2C4  
(306) 555 – 8879

Permanent Address  
345 Career Street  
Career Plan, SK S7K 0C7  
(306) 555-4573

### EDUCATION

#### College of Arts and Science — Psychology

University of Saskatchewan, Saskatoon, SK

2013 – present

- Expected date of completion: April 2017

### SUMMARY OF SKILLS

#### Research

- Established method and design, gathered and synthesized survey data and evaluated outcomes
- Prepared and presented research findings at Saskatchewan Youth Symposium 2012
- Mastered navigation and search techniques for online academic journal databases
- Conducted independent research on academic honesty practices for the Psychology Students' Association
- Extensive classroom experience in current psychology research procedures

#### Information Management

- Ensured the confidentiality and appropriate use of information collected from survey participants
- Utilized multiple software tools for the collection and management of information, including RefWorks, SPSS and all Microsoft Office applications
- Maintained public relations archive for Psychology Department
- Organized staffing and managed production capacity for fast-food restaurant

#### Interpersonal/Communications

- Presented research findings and articles reviews both independently and as part of a team
- Competent in initiating, promoting and maintaining positive rapport with faculty
- Refined written communication skills through academic writing and public relations notices
- Exercised active listening skills through volunteer work with diverse youth groups

### WORK EXPERIENCE

#### Supervisor and Team Leader (part-time)

McDonalds Restaurant, Saskatoon, SK

May 2013 – present

#### Landscape Labourer

Weed Man, Saskatoon, SK

Summer 2012

#### Sales Assistant

Top Notch Sales, Big River, SK

Summer 2011

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.

### 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.

This 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 3 subsections of skills that are chosen based on what is listed in the job posting.
- Begin statements with Action Words 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.

**VOLUNTEER EXPERIENCE**

**Public Relations Officer – Psychology Students’ Association**

University of Saskatchewan, Saskatoon, SK

- Held Editor-in-Chief position for Psych News newsletter
- Kept record of Psychology Department news releases

September 2013 – present

**Youth Programmer**

Saskatoon Open Door Society, Saskatoon, SK

- Planned social activities for recently immigrated youth and young adults aged 13-19
- Referred clients to community health, education and employment resources

May 2012 – present

**ACTIVITIES AND INTERESTS**

- Avid gardener and landscaper
- Active member of the Psychology Students’ Association
- Travelling throughout North America and Europe

**REFERENCES**

**Joni Campbell**

Former Supervisor  
VP Consumer Research  
McDonalds Canada

Bus: (306) 555-8666  
joni.campbell@mhra.ca

**Dr. Andrew O’Neill**

Professor  
Department of Psychology  
University of Saskatchewan

Res: (306) 555-0876  
Bus: (306) 555-8734  
aoneill@usask.ca

**Jennifer Weiss**

Program Coordinator  
Saskatoon Open Door Society

Bus: (306) 555-7892  
Res: (306) 555-6397  
j.weiss@sods.ca

*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.*

Make your headings stand out by using **bolding**, underlining or *italics*. Try to 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.

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 for.

**Suggested Resume Headings**

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

**Should I include a section on volunteering?**

Volunteering is a great way to show commitment to your community and is viewed very favourably by employers. Including details about your volunteer experiences is a great way to build your resume.

**Should I include an Activities and Interests section?**

This is entirely up to you. It allows you to show a potential employer a more holistic view of themselves apart from their education and work experience.

**Are references required?**

Not necessarily, unless the employer has specifically asked for you to include references as part of your application.

If you choose not to include your references in your resume, be sure to bring a list of references and their contact information to the interview.

References are people who can attest to your work style, academic profile and/or personal qualifications.

You will want to include 3 references.

**Potential References**

- Former employers
- Supervisors
- Professors
- Clergy
- Teachers
- Neighbours
- High school counsellors
- Coaches
- Home stay families
- University staff members