

UIS CAREER DEVELOPMENT CENTER

Functional Resume Worksheet

Name _____

Current Address

City, State, Zip _____

Phone _____ E-mail _____

OBJECTIVE *(Optional, short and concise)*

PROFILE OR SUMMARY *(Summarizes the most important skills, qualifications, accomplishments, and years of experience and personality traits you have to offer the prospective employer; tailor to specific position)*

- _____
- _____
- _____

EDUCATION

Degree, University, City, State _____ Date _____

GPA (only if 3.0 or greater) _____

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS *(Accomplishments highlight skills, abilities, and competencies rather than duties; have 3 or more main skill/categories and quantify your experiences)*

Heading (skill/category) _____

- _____
- _____
- _____

Heading (skill/category) _____

- _____
- _____
- _____

Heading (skill/category) _____

- _____
- _____
- _____

WORK EXPERIENCE

Job Title _____ Employer's Name, Location _____ Dates Worked _____

Job Title _____ Employer's Name, Location _____ Dates Worked _____

PROFESSIONAL DEVELOPMENT *(Include workshops, conferences, trainings, etc...)*

Event Title _____ Event Sponsor _____ Date Attended _____

VOLUNTEER ACTIVITIES

Role _____ Organization _____ Dates _____

PROFESSIONAL AFFILIATIONS *(Include clubs, associations and organizations)*

Organization _____ Role _____ Date _____