

# UIS CAREER DEVELOPMENT CENTER

## Functional Resume Worksheet

Name \_\_\_\_\_

### Current Address

Street \_\_\_\_\_ 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 \_\_\_\_\_