



Functional Resume Outline

Personal Information

Name: _____
Address: _____
Telephone: _____
E-mail: _____

Objective (optional)

Include a clearly targeted job objective so that the employer knows what position you are applying for and how to evaluate your resume.

Profile

Highlight your skills and characteristics that are relevant to this position.

- _____
- _____
- _____
- _____
- _____
- _____

Relevant Experience

Write the skill set title and then list duties, accomplishments, and experience. Start each one with an action verb.

New skill set heading: _____

- _____
- _____
- _____
- _____
- _____

New skill set heading: _____

- _____
- _____
- _____
- _____
- _____

New skill set heading: _____

- _____
- _____
- _____
- _____
- _____

Name: _____

Page Number: _____



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Work History

Title	Company	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education/Professional Development

Level Obtained degree/certificate/diploma	Institution	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer/Community Involvement

References

Optional – References available upon request

Notes or questions for your YMCA employment counsellor:

Name: _____

Page Number: _____