

FUNCTIONAL RESUME WORKSHEET

YOUR NAME

Address
City, Province Postal Code
Telephone
Email

HIGHLIGHTS OF QUALIFICATIONS

The Highlights of Qualifications section of the resume should include the following information:

- 1. Skills (e.g. Strong communication skills)
- 2. Achievements/Experience (e.g. 8+ years working in the food service industry)
- 3. Certifications (e.g. Safe Food Handling Certification)
- 4. Personality Characteristics (e.g. Outgoing and Enthusiastic)

TIP: Bullets should be related to the job and change for each job you apply for. If you have a job posting, look at the qualifications listed and include these in this section.

For more qualification examples, **refer to Section A of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

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EMPLOYMENT SKILLS

In the Employment Skills section of the resume list:

- 1. Skill categories that are related to the type of job you are applying for (e.g. Administrative Skills, Computer Skills, General Labour Skills, etc.)
- 2. Bullets listed in each skill category should reflect specific skills, job duties and responsibilities demonstrated in current or previous work, volunteer and/or personal experiences

TIP: List the most relevant skills categories first. Bullets should be in the past tense. For more employment skill examples, **refer to Section B of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

Skill Category:	 			
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Skill Category:				
Skill Category:	 			
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Skill Category:	 			
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EMPLOYMENT EXPERIENCE

In the Employment Experience section of the resume list:

- 1. Your employment experience from MOST recent to LEAST recent
- 2. Employer information: position title, company name, city, province and duration (years) of position

Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:
Position Title:			
Company Name:	, City:	, Province:	Year-Year:
EDUCATION In the Education section	n of the resume li	st:	
 Your education fron 	n <u>MOST</u> recent to	<u>LEAST</u> recent	
Information require was obtained (e.g. of the control of			tion (years) of program and what
			gram achieved (e.g. Social
•	_	•	you are working towards ial Service Worker Diploma')
completing a progre	iiii (c.g. carreita	y working towards see	iar service worker Diploma y
Degree/Diploma	.		
Institution:	_, City:	_, Province:	Year-Year:
Degree/Diploma			
Institution:	_, City:	_, Province:	Year-Year:

VOLUNTEER EXPERIENCE

In the Volunteer Experience section of the resume list:

- 1. Your volunteer experience from MOST recent to LEAST recent
- 2. Organization information: name, city, province, duration (years) of position and a volunteer title
- 3. Bullets related to specific job skills, duties and responsibilities held within each volunteer position listed

TIP: Bullets should all be in the same tense (past tense).

Volunteer Title			
Company Name:	, City:	, Province:	Year-Year:
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CERTIFICATION & TRAINI	NG		
In the Certification & Tra	ining section of t	ne resume list:	
 Certifications and tra 	nining obtained fro	om MOST recent to LEA	AST recent
2. The year the certifica	_		
Examples: WHMIS, Smar	t Serve, Health &	Safety, Safe Food Hand	dling, etc.
			Year-Year:
_			VV
-			Year-Year:
-			Year-Year:

REFERENCES

References are to be listed on a separate page and brought to the interview. At the end of the resume, put in the statement 'Available upon request' as seen below.

Available upon request