



# FUNCTIONAL RESUME WORKSHEET



## EMPLOYMENT SKILLS

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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: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Skill Category: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Skill Category: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

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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

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In the Education section of the resume list:

1. Your education from MOST recent to LEAST recent
2. Information required: institution name, city, province, duration (years) of program and what was obtained (e.g. degree, diploma, certificate)
3. If you are currently in school, you may list the level of a program achieved (e.g. Social Service Worker Diploma Program – Year 1) or indicate that you are working towards completing a program (e.g. 'Currently working towards Social Service Worker Diploma')

**Degree/Diploma**

Institution: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_

**Degree/Diploma**

Institution: \_\_\_\_\_, City: \_\_\_\_\_, Province: \_\_\_\_\_ Year-Year: \_\_\_\_\_

## **VOLUNTEER EXPERIENCE**

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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: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **CERTIFICATION & TRAINING**

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In the Certification & Training section of the resume list:

1. Certifications and training obtained from MOST recent to LEAST recent
2. The year the certification was achieved

Examples: WHMIS, Smart Serve, Health & Safety, Safe Food Handling, etc.

- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_
- \_\_\_\_\_ Year-Year: \_\_\_\_\_

## **REFERENCES**

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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