<center>

SAMPLE FUNCTIONAL RESUME

(for changing fields or covering gaps)

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PROFILE: Highly-energetic, award-winning xxxxxxxxxx professional brings a combination of xxxxxxxx, xxxxxxxxx and xxxxxx xxxxxxx to the challenges of leading the ABC Organization toward greater visibility and productivity in the years ahead. Experience with xxxxx, xxxxxx and xxxx, as well as xxxxxxx. Bilingual/bicultural in xxxxxxx.

(Choose 8-10 buzz words to put into verb phrases like the ones above, consult job description carefully to know what they're looking for)

EXPERIENCE:

Functional Heading 1

- One-liners (usually 3-6),normally an active verb phrase describing tasks you performed and some results whenever possible
- Example: "Led data-gathering and evaluation effort for three departments, culminating in streamlined processes and savings of $50,000 for the work unit"
- One-liners can come from any employer, any experience, any learning situation—what you did is organized by skills, not by the job in which you did it
- Put the most relevant and salient functional headings first, and put the one-liners that align you most closely with the requirements of the target job first under each function

Functional Heading 2

- Here are some sample process headings: Communication/ Organization/ Training/ Coaching/ contracting/ Supervision/ Community Relations/ Project Management/ Counseling/ Advising/ Research/ Leadership/ Reliability and Follow-through/ Data Management
- Sample content headings: Finance/ Marketing/ IT/ Writing/ Editing/ Sustainability/ Urban Planning/ Drafting/ Ecology/ Social History/
- Check the job description or data you've gathered from other people to be sure you've covered the bases about what they're looking for

Functional Heading 3

- You can include "editorializing" to some degree in one-liners, with items such as "Selected three years in a row as Employee of the Year" under an appropriate functional heading
- Remember to include quantifiable documentation whenever possible—led the team in xxx, increased outreach by xx%,

<u>**Functional Heading 4**</u>

- In many cases, three functional headings will be enough, but if there are other aspects of what you've accomplished, professionally or personally that is relevant to the skills or personal qualities the employer is seeking, don't be afraid to create a functional heading and one-liners about them

WORK HISTORY:

(For people transitioning into a new field or returning from time away, this section can include unpaid internships or volunteer experiences as well as paid jobs)

Title	Employer, Location	Dates
Title	Employer, Location	Dates
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Title	Employer, Location	Dates

(a rule of thumb is not to go back more than 15 years, but if something you did a long time ago is very relevant, include it, often by saying something like this: "Other relevant work experience has included xxxxxxxx (job position or field) and xxxxxxxx.)

EDUCATION:

Most recent degree   Institution   Date (can include major, concentration(s) or relevant courses if they will demonstrate preparedness for the job)

Degree before that?   Institution   Date

Other special training: here you can list courses, certifications, internships—anything that makes you a stronger candidate, described very briefly

AFFILIATIONS/ AWARDS/LEADERSHIP/COMMUNITY SERVICE

Include here anything that ties you in some way to the work you'll be doing or the community where you'll be working. Use any of the headings above, and list the items in verb sentences or with bullets

** Still not sure how to make this format work most effectively for you? Contact Dr. Barbara Reinhold at 802-464-2297 or drbreinhold@gmail.com for phone, skype or email assistance.