

## Formatting and Design Tips – Functional Resume

- Top ½ of the first page contains the applicant's personal information.
- The name is **bolded** and uses font 16.
- The contact information is **accurate**.

### **Name**

Address

Telephone Number Email Address

- The page margins are 1 inch.
- Font size is 11 using Calibri

### **Summary of Qualifications**

In this short paragraph, highlight your key skills and qualifications. Summarize significant accomplishments focusing on those that are relevant to the particular job. Some elements to include are the number of years of relevant experience you have in a particular job, relevant training or education and a sentence about your values or work philosophy.

Use the job description to **target this section** to the required and desirable requirements of the job.

### **Education**

#### **Program Name**

Month, Year – Month, Year

Name of the University or College, City, Province or State

- Consider highlighting an area of specialization, relevant courses taken or a major accomplishment

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### **Related Skills**

#### **Skill Category**

- Detail your accomplishments, as one-liners, capturing your skills, what you did and what that meant for your employer.
- Your one-liners should start with an action verb. Don't be passive in your description.
- Quantify, Qualify and Remember to Show not Tell! Consider using the SAR method.

There are **no job titles, dates or names of employers** for this section.

- Choose skill categories based on the **requirements of the job**.
- This section could include language skills and computer skills.
- In this section, use accomplishments from previous work experience and volunteer experience.
- List the accomplishments in reverse chronological order.
- The employer wants to know **what you can do** or **what you have done**.

**The first page should contain all required education, and skills** targeted to the job description. If possible try to include the employment history, or at a minimum the relevant employment history, on the first page.

## Employment History or Work Experience

<b>Job Title</b>	Month, Year – Present
Name of Employer, City, Province or State	
<b>Job Title</b>	Month, Year – Month, Year
Name of Employer, City, Province or State	

- Employment history is in **reverse chronological order**.
- For the years of employment, include months only if you have been in a particular position for less than one year.

- **Optional sections** include:

->Volunteer Experience

-> Awards

-> Professional Affiliations/Memberships

-> Activities, Interests and Hobbies

## Volunteer Experience

**Volunteer Title**

Month, Year – Month, Year

Name of Employer, City, Province or State

## Professional Affiliations/Memberships or Professional Development

**Membership**

Month, Year – Month, Year

Position or type of membership

- List memberships, particularly those relevant to the position.
- List certificates, particularly those relevant to the position

## Activities, Interests and Hobbies

- Target activities, interests and hobbies to the requirements of the job description.
- Remember show, don't tell.

## Awards

- List any awards, particularly those that highlight your strength and that show a commitment towards a task.

- Remember to **be consistent!** Ensure the dates and job titles are aligned. Ensure the same bullets are used throughout the document. Ensure consistent spacing throughout the document.

For more information please visit <https://www.pursuingjobs.com>

