**YOUR NAME FUNCTIONAL RESUME**

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| City, province where you live ∙ your email address ∙ your phone number |

**Professional Profile**

This is a summary of your relevant background and skills, targeted to the job, and can include:

* Number of years of experience in the field
* Your education, training and/or certifications
* A related accomplishment or recognition
* Your key skills, talents, or special knowledge (hard skills)
* Anything appealing about your personal work style or attitude (soft skills)

This section can be written using bullet points, or a short paragraph (3-5 lines).

**Formal Education and Special Training**

If your degree is what sells you most, feature it here, near the top. If your relevant skills sell you more, put them here and Education below them. Include your post-secondary education, credentials, certifications, and specific courses, only including what is relevant to the position. Suggested layout:

* **Formal name of degree**, formal name of post-secondary institution, city, province, year completed
* **Formal name of credential**, formal name of learning institution, city, province, year completed

**Relevant Skills and Accomplishments**

**Skill Category 1**

* Accomplishment statement – instructions below
* Study postings of jobs you are interested in and list the key skills they are looking for. From this list, check off the skills you have. These are your transferable skills and will sell you better than your work history if you lack experience or are changing careers or industries. Look for themes in the list of skills, and create categories accordingly, e.g., Communication, Technical, Leadership.
* Provide 3-5 bullet points under each skill category. In your bullet points, write about how well you did your job and what you accomplished, referring to your actions and the results you achieved. Provide some context by specifying in which job or organization you achieved these results. [Click here for how to transform duties into accomplishments.](https://www.themuse.com/advice/resume-revamp-how-to-turn-your-duties-into-accomplishments) Example below.
* Found eligibility loophole to fund $20K helicopter pilot training for client who accrued $100K debt due to inability to resume career after disabling car accident (WorkBC Centre).

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**Skill Category 2**

* Accomplishment statement #1
* Accomplishment statement #2
* Accomplishment statement #3, etc.

**Skill Category 3**

* Accomplishment statement #1
* Accomplishment statement #2
* Accomplishment statement #3, etc.

**Work History**

**Formal name of last position,** formal name of employer, city, province, start-end date/present

**The position preceding the 1st one,** formal name of employer, city, province, start-end date

**Irrelevant position listed to avoid gap**, formal name of employer, city, province, start-end date

**The position preceding irrelevant one,** formal name of employer, city, province, start-end date

**Volunteer Work** (this is optional)

**Formal name of last position,** formal name of organization, city, province, start-end date/present

**Formal name of preceding position,** formal name of organization, city, province, start-end date

**Formal name of preceding position,** formal name of organization, city, province, start-end date

**Awards and Memberships** (this is optional)

**Formal name of award or membership,** formal name of organization, city, province, dates

**Formal name of award or membership,** formal name of organization, city, province, dates

**Formal name of award or membership,** formal name of organization, city, province, dates

**Leisure Activities** (this is optional)

* You can add this section if space permits, if your hobbies are relevant to the position, and if they showcase special skills that would be valuable on the job.

**References Available Upon Request** (this is optional)