



Functional Resume Template

Personal Information:

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Objective: (optional)

Include a clearly targeted job objective so that the employer knows what position you are applying for.

Highlights:

Use this area to sell yourself. Use 3 to 5 hard and/or soft skills that are unique to you and relevant to the position.

- _____
- _____
- _____

Relevant Experience:

Write the skill set title (i.e. Customer Service) then list the duties, accomplishments and experience that highlight the use of this skill.

Skill set heading: _____

- _____
- _____
- _____

Skill set heading: _____

- _____
- _____
- _____

Skill set heading: _____

- _____
- _____
- _____



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Work History:

Start with your most recent employment.

Title	Company	Location	Dates
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Volunteer/Community Involvement:

Education/Training:

Start with the highest level of education received. Include certificates, training, special courses and workshops.

Level Obtained/Degree/ Certificate/Diploma	Institution	Location	Date
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

References available upon request or References supplied can be used

If submitting references with your resume they should be included on a separate page. Be sure to check with the individual before using them as a reference.

YMCA Employment Services
ymcaowensound.on.ca

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ONTARIO

This Employment Ontario Program is funded in part by the Government of Canada.

Resources &
Information