

Functional Resume Rough Draft

Complete as much as possible, giving as much detail as possible.

Name:

Address:

Email:

City:

Prov:

Postal Code:

Phone:

OBJECTIVE:

(optional)

(e.g. to obtain a part time job in the fast food industry)

SUMMARY OF SKILLS / PERSONAL STRENGTHS / SUMMARY OF QUALIFICATIONS:

Using a full sentence list 4-6 skills, personal qualities, qualifications, etc. an employer would look for: (E.g. a reliable childcare provider for 2 families, able to type 60 w.p.m., 2 years food service experience)

- ◆
- ◆
- ◆
- ◆

RELATED SKILLS: *If you haven't had paid work experience, you can make a list of related skills that would help you for a particular job. Be sure to look at the job posting for their key words!*

Use the sample of skill groups/job duties list to help you think of what kinds of skills you have.

Skill Group 1:

- ◆
- ◆
- ◆
- ◆

Skill Group 2:

- ◆
- ◆
- ◆
- ◆

Skill Group 3:

- ◆
- ◆
- ◆
- ◆

VOLUNTEER EXPERIENCE: *E.g. community service hours, helping out family friends/neighbours.*

Your Job Title: _____ Dates worked: _____

Name of Company: _____ City: _____ Prov: _____

In point form and using power action words, describe what you did on the job:

◆ _____

◆ _____

◆ _____

Your Job Title: _____ Dates worked: _____

Name of Company: _____ City: _____ Prov: _____

◆ _____

◆ _____

◆ _____

EDUCATION AND TRAINING: *This section can include co-op placements too!*

Name of Certificate, Diploma, or Program Title: _____

Dates: _____

(E.g. Grade 10 student, O.S.S.D. in progress, Bachelor of Science Degree)

School Name: _____ City: _____ Prov: _____

Subjects you are interested in / courses of study:

◆ _____ ◆ _____

◆ _____ ◆ _____

Name of Training Program or Certificate: _____

(E.g. Training for Employment Success, Smart Serve, CPR/First Aid)

◆ _____ Date obtained: _____

◆ _____ Date obtained: _____

HOBBIES/INTERESTS: *(optional section) You can list things you enjoy doing in your spare time. You can include any awards and achievements here.*

◆ _____ ◆ _____

◆ _____ ◆ _____

References Available Upon Request

It is assumed that you have References and only put the above sentence if you need to fill space.
Do not put references' names and contact information on your resume; put references on a separate page.