



# Functional Resume Outline

## 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 and how to evaluate your resume.

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## Profile

Highlight your skills and characteristics that are relevant to this position.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Relevant Experience

Write the skill set title and then list duties, accomplishments, and experience. Start each one with an action verb.

New skill set heading: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

New skill set heading: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

New skill set heading: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



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## Work History

Title	Company	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Education/Professional Development

Level Obtained degree/certificate/diploma	Institution	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Volunteer/Community Involvement

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## References

Optional – References available upon request

Notes or questions for your YMCA employment counsellor: