

FUNCTIONAL RESUME WORKSHEET

Name: _____

Address: _____

Telephone: _____

E-mail: _____

SKILLS AND STRENGTHS

Brainstorm your good qualities and the skills and abilities you have:

PERSONAL TRAITS/QUALITIES	SKILLS/ABILITIES/TALENTS

EXPERIENCE

Think of two or three of your broad skill areas, such as childcare or computer skills or food service. Then give each skill area a title, and list statements of accomplishment for each skill area. *(Your accomplishments in one skill area can come from several different experiences, such as different jobs, volunteer experiences, classes at school, clubs and activities, work you have done at home or for family members, etc.)*

Skill area: _____

Accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

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Accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

Skill area: _____

Accomplishments:

1. _____
2. _____
3. _____
4. _____
5. _____

WORK HISTORY *List any paid and non-paid employment. (If you have not had any work experience, don't include this section in your resume.)*

Date (From - To)	Name of Employer	City, State

EDUCATION

School Name	City, State	Years attended/Class of

EXTRACURRICULAR ACTIVITIES

List any clubs, activities, sports, church groups, etc.

Name of Club/Activity	Organization/School	Dates