



Community
Employment
Services

FUNCTIONAL RESUME WORKSHEET

EMPLOYMENT SKILLS

In the Employment Skills section of the resume list:

1. Skill categories that are related to the type of job you are applying for (e.g. Administrative Skills, Computer Skills, General Labour Skills, etc.)
2. Bullets listed in each skill category should reflect specific skills, job duties and responsibilities demonstrated in current or previous work, volunteer and/or personal experiences

TIP: List the most relevant skills categories first. Bullets should be in the past tense. For more employment skill examples, **refer to Section B of the Resume Skill Sets** link under the Resume Resources tab on the Lambton College Employment Services website.

Skill Category: _____

- _____
- _____
- _____
- _____

Skill Category: _____

- _____
- _____
- _____
- _____

Skill Category: _____

- _____
- _____
- _____
- _____

EMPLOYMENT EXPERIENCE

In the Employment Experience section of the resume list:

1. Your employment experience from MOST recent to LEAST recent
2. Employer information: position title, company name, city, province and duration (years) of position

Position Title:

Company Name: _____, City: _____, Province: _____ Year-Year: _____

Position Title:

Company Name: _____, City: _____, Province: _____ Year-Year: _____

Position Title:

Company Name: _____, City: _____, Province: _____ Year-Year: _____

Position Title:

Company Name: _____, City: _____, Province: _____ Year-Year: _____

EDUCATION

In the Education section of the resume list:

1. Your education from MOST recent to LEAST recent
2. Information required: institution name, city, province, duration (years) of program and what was obtained (e.g. degree, diploma, certificate)
3. If you are currently in school, you may list the level of a program achieved (e.g. Social Service Worker Diploma Program – Year 1) or indicate that you are working towards completing a program (e.g. 'Currently working towards Social Service Worker Diploma')

Degree/Diploma

Institution: _____, City: _____, Province: _____ Year-Year: _____

Degree/Diploma

Institution: _____, City: _____, Province: _____ Year-Year: _____

VOLUNTEER EXPERIENCE

In the Volunteer Experience section of the resume list:

1. Your volunteer experience from MOST recent to LEAST recent
2. Organization information: name, city, province, duration (years) of position and a volunteer title
3. Bullets related to specific job skills, duties and responsibilities held within each volunteer position listed

TIP: Bullets should all be in the same tense (past tense).

Volunteer Title _____

Company Name: _____, City: _____, Province: _____ Year-Year: _____

- _____
- _____
- _____

CERTIFICATION & TRAINING

In the Certification & Training section of the resume list:

1. Certifications and training obtained from MOST recent to LEAST recent
2. The year the certification was achieved

Examples: WHMIS, Smart Serve, Health & Safety, Safe Food Handling, etc.

- _____ Year-Year: _____
- _____ Year-Year: _____
- _____ Year-Year: _____
- _____ Year-Year: _____

REFERENCES

References are to be listed on a separate page and brought to the interview. At the end of the resume, put in the statement 'Available upon request' as seen below.

Available upon request