

FUNCTIONAL RÉSUMÉ SAMPLE

For a review, e-mail: careers@utep.edu

See more
documents here



A functional résumé focuses on your skills and experience, rather than on your chronological work history. Those who have changed their careers or have limited to no work experience can benefit from a functional résumé.

Paydirt Pete

(915) 747-0000 | paydirtpete@miners.utep.edu | [in/paydirtpete](https://www.linkedin.com/in/paydirtpete)

OBJECTIVE

To obtain the position of Community Outreach Coordinator with the YMCA to apply previously gained outreach experience and event planning skills

EDUCATION

Bachelor of Science in Psychology with a minor in Biology
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX
Overall GPA: 3.75/4.00
Major GPA: 4.00/4.00

Honors & Affiliations

Dean's List – Fall 20XX and Spring 20XX
UTEP Psi Chi National Honor Society, Vice-President, Fall 20XX – Present

Relevant Courses

Judgment and Decision Making
Cross-Cultural Psychology

Drugs of Abuse and Behavior
Motivation & Emotion

SKILLS

Communication

- Guided 11 high school students through the college application process
- Presented financial aid and loan information to an audience of 60 students and parents
- Created educational material of college options in English and Spanish using Adobe Illustrator
- Spoke to an audience of 50+ community members about how the YMCA can support their community

Organization

- Planned and organized a three day state-wide conference for over 1,000 UTEP Psi Chi National Honor Society members
- Resolved scheduling conflicts by coordinating work times and activity assignments for 50 volunteers
- Sent email confirmations and logistic details to guest speakers and panelists
- Organized a “Community Café Chat” for the YMCA hosting 50+ community members to share what the YMCA can do for their community

Technical / Language

- Advanced knowledge of MS Word, Excel, PowerPoint, and promotional media: Canva, PostermyWall, Instagram, and X
- Familiar with Adobe Photoshop
- Basic knowledge of MS Access and Publisher
- Bilingual: Spanish and English (written and oral)

EXPERIENCE

UTEP Go Center, Undergraduate Assistant
Albertsons, Cashier

El Paso, TX, January 20XX – June 20XX
El Paso, TX, May 20XX – December 20XX

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

RV: 8.23