

# FUNCTIONAL RÉSUMÉ SAMPLE

\* For a review  
email [pca@utep.edu](mailto:pca@utep.edu)

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](mailto:paydirtpete@miners.utep.edu) | [www.linkedin.com/in/paydirtpete](http://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

#### 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

#### Technical / Language

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

### WORK HISTORY

**UTEP Go Center**, Undergraduate Assistant  
**Albertsons**, Cashier

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

# CHECKLIST FOR A SUCCESSFUL RÉSUMÉ

## 1. Appearance

- \_\_\_ is pleasing to the eye, invites people to read
- \_\_\_ the format highlights your key information
- \_\_\_ has correct punctuation, spelling, and grammar
- \_\_\_ information is listed from most recent to oldest

## 2. Contact Information

- \_\_\_ is at the top of page
- \_\_\_ includes current and complete contact information
- \_\_\_ includes telephone number with area code
- \_\_\_ includes UTEP or professional email address that you check daily

## 3. Job Objective (Strategic)

- \_\_\_ is specific and tailored to the job description

## 4. Education

- \_\_\_ lists current degree you are seeking with anticipated graduation date (month/year)
- \_\_\_ includes official university name and location
- \_\_\_ includes high school name and location (remove after one year in college)
- \_\_\_ includes academic major (and minor if applicable) you are pursuing
- \_\_\_ Uses “undertaking first semester of coursework” instead of 0.00 GPA

## 5. Experience/School Projects

- \_\_\_ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- \_\_\_ includes dates of employment (month/year)
- \_\_\_ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)

## 5. Experience/School Projects (cont.)

- \_\_\_ uses action words to describe what you did on the job
- \_\_\_ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job
- \_\_\_ highlights your accomplishments and contributions to the organization
- \_\_\_ includes paid or unpaid volunteer, internship, or co-op experiences
- \_\_\_ includes projects completed while in high school (e.g. yearbook, technical projects)

## 6. Relevant Activities/Memberships

- \_\_\_ emphasizes leadership roles and any officer positions
- \_\_\_ includes school and/or community memberships or activities (sports, orchestra, student government, etc.)
- \_\_\_ includes dates of participation (month/year)
- \_\_\_ includes athletic, fine arts, student council activities

## 7. Skills

- \_\_\_ includes the languages known and specifies proficiency level (e.g.: Proficient, Fluent, Conversational)
- \_\_\_ includes software knowledge and specifies the degree of expertise (e.g. expert knowledge in MS Excel; working knowledge of JAVA; proficient in Twitter promotion)

### YOUR NEXT STEPS:

1. Activate your Job Mine account at [utep.edu/careers](http://utep.edu/careers)
2. Have your résumé reviewed by the Career Center ([pca@utep.edu](mailto:pca@utep.edu))
3. Upload your revised résumé to Job Mine

### TIPS to enhance your résumé and get UTEP Edge experiences:

- Update your résumé every semester and have the Career Center review it
- Create a reference page of 3 to 4 people that can best highlight your skills to the specific position for which you are applying. Be sure to ask them if you can use them as references before you list them.
- Consider applying for student employment or work-study positions\*
- Begin searching for internships in your field\*
- Get involved with student organizations and activities\*
- Consider study abroad/study away\*
- Consider research experience in your field\*

# UTEPEDGE

\*Distinguish yourself by highlighting UTEP Edge competencies, such as problem solving, communication and team work on your résumé.