

FUNCTIONAL RÉSUMÉ SAMPLE

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

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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

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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
- Speak 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 Twitter
- 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

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 and your [Linkedin URL](#)

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 academic major (and minor if applicable) you are pursuing

5. Experience/School Projects

- ___ includes paid/unpaid volunteer, internship, co-op experiences or projects completed while in high school (e.g. yearbook, technical projects)
- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes dates of employment (month/year)

Accomplishment Statements:

- ___ highlights your accomplishments and contributions to the organization
- ___ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)
- ___ uses action words to describe what you did on the job (e.g. participated, collaborated, managed etc.)
- ___ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job (e.g. Managed five members...)

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 Instagram promotion)

UTEPEDGE

These Edge experiences can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships](#) in your field



Consider study [abroad/study away](#)



Get involved with [student organizations and activities](#)

YOUR NEXT STEPS:

1. Activate your Job Mine account at utep.edu/careers
2. Have your résumé reviewed every semester by the Career Center (careers@utep.edu)
3. Upload your revised résumé to Job Mine

RV: 8/2021



UNIVERSITY CAREER CENTER

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