

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

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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
- 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

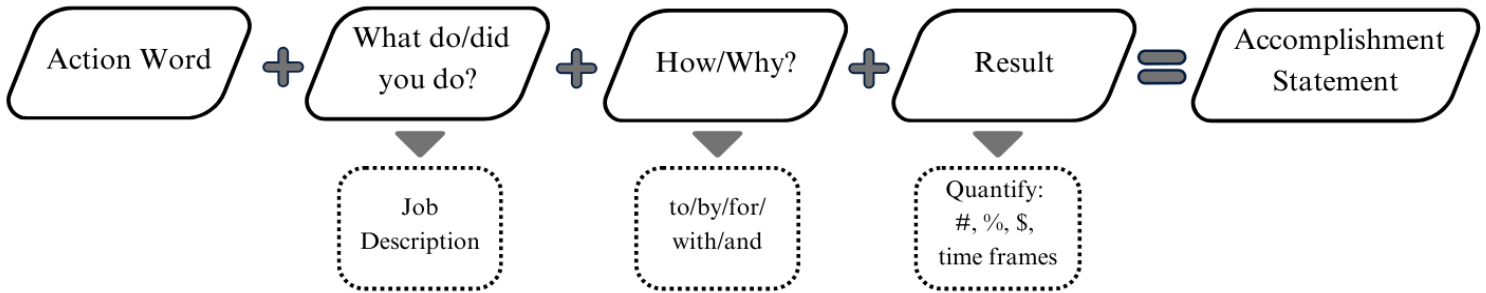
UTEP Go Center, Undergraduate Assistant
Albertsons, Cashier

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

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

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



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

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

Teamwork/Collaboration

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

Critical Thinking/Problem Solving

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

Technology

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

Leadership

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

Professionalism/Work Ethic

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

Career & Self Development (Confidence/Advocacy)

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

Updated: 6/24/24