

Sample of a Functional Resume

Ivana Position

1234 S. Forest Way, Minneapolis, MN 55454
612-555-1234 (home with answering machine), e-mail: posit001@tc.umn.edu

Objective:

An entry level position as a grant writer/fund raiser in a non-profit organization.

Summary of Qualifications:

- * 16 years accounting experience
- * 15 years volunteer experience in 4 philanthropic organizations
- * 5 years grant writing experience
- * State Secretary of Non-Profit Minnesota Accounting Association, 1993-95

Non-Profit Skills:

- * Managed finances of state-wide non-profit Minnesota Accounting Association
- * Created and submitted grant for operating expenses on behalf of Scoops snow shoveling for the elderly.
- * Supervised volunteers as site supervisor for Minnesota Habitat for Humanity
- * Co-chaired University of Minnesota departmental diversity committee

Supervisory Skills:

- * Managed team of 8 junior accountants, including daily work assignments and annual performance reviews
- * Conducted all hiring, promotions, salary adjustments, terminations as needed
- * Facilitated team development and conflict resolution when needed

Computer/Project Management Skills:

- * Successfully completed implementation of new accounting software system (NASS) two months ahead of schedule
- * Consulted with Benefits Group to streamline operations, saving \$10,000 annually
- * Revised voucher forms, resulting in a 2-day reduction in processing payments
- * Worked in purchasing as substitute for vacationing employees
- * Learned NASS computerized accounting software package

Education:

Masters in Business Administration, Emphasis in Finance, 1988
Carlson School of Business, University of Minnesota, Minneapolis, MN

B.S. in Accounting, University of Colorado, Boulder, CO, 1981

Activities/Interests:

Toastmasters: Administrative Vice President 1995-96, Member 1992 - present
Habitat for Humanity, Family Selection Committee Member, 1989 - 92
Scoops, Volunteer Snow Shoveler for the Elderly, 1978 - 81
Cross-country skiing, Managing Investments, Gourmet Cooking, Wine Tasting

References

Available Upon Request

A Functional Resume

A functional resume organizes your skills and work experience by job function rather than by time. Hence, it emphasizes your abilities rather than your career history.

For instance, a functional resume could be divided into headings such as Clinical Skills, Accounting Experience, Technology Experience...

Advantages

- One of the greatest applications of a functional resume is when the candidate doesn't have experience in a specific area. Here the candidate can demonstrate her/his relevant skills better with a functional resume.
- In the case of candidates who have gaps in their career, a functional resume can be a good way to de-emphasize the discontinuity.
- A functional resume focuses on what you are and what you can do, rather than how old you are, or how many jobs you have held.
- If you have changed jobs often, a functional resume de-emphasizes that fact.

Disadvantages

- Because of rampant misuse a functional resume is often looked upon with suspicion. This is case because a functional resume allows a candidate to hide a lot of information that an employer or a college would consider useful.
- Organization names and designations cannot be prominently communicated with a functional resume.

A purely functional resume is rarely used. More common is a combination resume that combines certain features of a functional and a chronological resume.