

# FUNCTIONAL RESUME

This format groups together all of your training, experience, skills, and abilities into areas of competence, focusing on major skill areas and special training. Dates play a minor role or are sometimes omitted entirely. Experience and education are listed in order of importance rather than historically.

## **Advantages**

Emphasize those skills you possess and duties you perform which match those required by the position you are applying for. Experience and education are listed in order of importance, rather than historically. This is an especially good form to use if you are changing careers and want to highlight your transferable skills.

## **Disadvantages**

Because dates are often not included on the functional resume, prospective employers may be uneasy with the lack of detail about the length of time that was spent acquiring specific skills or experience.

### **Rules for the Functional Resume**

- Use 2-3 separate paragraphs, each one headlining a particular area of expertise or involvement.
- List the functional paragraphs in order of importance with the area most related to your present job target at the top.
- Stress the most directly related accomplishments within each functional area.
- Include all relevant accomplishments without necessarily identifying which employer or volunteer position it was connected to.
- Include education at the bottom, unless it was within the past three years. If it was in an unrelated field, include it at the end of the resume regardless of how recent.
- List a brief synopsis of your actual work experience at the bottom of the resume stating employers and job titles. If you have no work experience or a very “spotty” record, leave out the employment synopsis entirely but be prepared to talk about the subject at the interview.

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**Summary of  
Qualifications:**

A results-driven professional with more than 15 years of broad-based experience and hands on skill managing multiple maintenance projects simultaneously. Proven leader with the organizational skills to prioritize work-loads efficiently, minimizing down-time and maximizing customer satisfaction.

**Qualifications:**

Farm Management

- Three years supervisory experience, leading a team of 10 employees.
- Implemented preventative maintenance program, reducing machinery malfunctions by 50%.
- Managed business operations, tracking inventory, invoices and payroll records.

Maintenance

- Performed general maintenance duties.
- Proficient in electrical wiring and plumbing, including installing sinks, lavatory, bath tub, shower and cleaning drains.

Carpentry

- Skilled in all aspects of carpentry including foundations, framing, drywall, finishing and roofing.

Truck Driving

- Experience in driving a semi-truck and trailer, 40ft van and refrigerator truck.
- Excellent driving record, with no moving violations in 20years.

**Employers:**

**Maintenance Assistant/Truck Driver** Portland, OR  
Playland Shows, Inc

**Maintenance Assistant** Milwaukie, OR  
Willamette View Manor

**Farm Manager/Truck Driver** Aurora, OR  
Northwest Turkey Hatchery

**Education:**

**A.A. Automotive Technology**, Chemeketa Community College, Salem, OR

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