

Functional Resume Template



YOUR NAME

Apt # Street Address
Toronto, ON MXX XXX
xxx-xxx-xxxx
email@address.com

Name of Position

HIGHLIGHTS OF QUALIFICATIONS (or Profile)

- Number of years experience in relevant paid or unpaid work.
- Relevant special knowledge, training, or certification.
- Relevant accomplishment/ soft or hard skill/ attribute.
- Qualities or characteristics that support the job objective.
- Other qualifications including relevant computer/ technical skills, professional affiliations, and additional languages.

RELEVANT SKILLS AND ACCOMPLISHMENTS

Special Knowledge or Technical Skill

- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.
- (Generally, no more than 4-5 bullet points per skill).

Transferable Skill, such as Management or Administration

- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.
- (Generally, no more than 4-5 bullet points per skill).

Interpersonal Skill, such as Training or Counselling

- An accomplishment that illustrates this skill.
- An accomplishment that illustrates this skill.
- (Generally, no more than 4-5 bullet points per skill).

EMPLOYMENT HISTORY

Job Title — Company, City or Country
Job Title — Company, City or Country
Job Title — Company, City or Country

Month/ Year — Month/ Year
Month/ Year — Month/ Year
Month/ Year — Month/ Year

EDUCATION

Degree/ Major or concentration/ Certificate or Credential
Institution, City or Country

Month/ Year