

Functional Resume Writing for the Experienced Professional

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Know yourself: Know your skills

A functional resume is designed to more effectively highlight your most career-related skills. Skill Clusters are used to group skills and experiences by category or quality. Job seekers can create a functional resume to serve one of two purposes.

Purpose 1: A functional resume can be used for a **job seeker with a great deal of experience in the same type of work** or career field who has held a number of positions either at the same company or at a variety of companies. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on common responsibilities and skills.

Purpose 2: A functional resume can also be used for a **job seeker looking to make a career change**. This person's skills and abilities may be similar to those required of the desired position in terms of transferability. However, the job seeker needs to clearly make the connection between past job skills and experiences and desired job skills and experiences for a potential employer. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on those responsibilities and skills required for the desired position.

Skill Clusters

This is the marketing component of your resume that promotes you. This type of resume divides your experiences into specific skill or functional areas. Some common skill areas may include Communication, Writing, Computer, Research, etc. As with any resume, be sure to include skills gained from work experience, volunteer experience (internships, community service, student teaching), and campus leadership. Use a variety of ACTION WORDS, which describe situations and achievements.

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