

## Preparing Your Functional Resume

The purpose of a resume is to sell your skills to a potential employer, think of it as a marketing tool rather than a report. It needs to grab the reader's attention by demonstrating that you are qualified to do a particular job.

The difference between a standard or chronological resume and a functional one is you concentrate more on the skills learnt and experience gained, more so than the actual work undertaken, hence it is the preferred method to use if changing industries or career path. It is also used for persons with more experience or later in their career.

Whilst a resume should be an individual reflection of you, there are some general rules to follow and standards items to include:

- Your resume should be between three and five pages in length.
- Use 12-point font. Anything smaller is too hard to read.
- Avoid graphics, lines and fancy typefaces. They don't tend to scan well and may take too long to print/download.
- Use dot points. They will improve readability and assist you to be brief and concise.
- Don't have too much writing on any page. The reader should be able to see at a glance where your experience lies.
- You don't need to go into detail about positions held over 10 years ago. As technology has changed so much and because your skills will have developed, old positions just become irrelevant.
- Check for spelling and grammatical errors, might be a good idea to have someone else check over for you – its ideal if you can find someone who works in the industry to which you are applying.
- Be honest, statements made in resumes will be checked up in either the interview or with referees.
- Do not omit any period of employment for whatever reason, as this may prove awkward at interview. Make your time accountable.
- If mailing or leaving your resume use good quality, plain paper.
- If emailing your resume use a common program such as word – if it can't be opened easily, it probably won't get read.
- Leave out details of past salaries, bonus payments etc. These will be covered in the interview.
- Avoid initials and jargon; write in plain English so you are understood.
- Don't forget to include out of work interests and hobbies as well as any associations / membership organisations you belong to. Potential employers like to get an idea of the "whole" person they are going to meet.

### Standard Sections to include in your resume:

**Name** (include preferred name if applicable)

**Contact details** (address, telephone numbers – daytime and mobile and email – if appropriate).

**Qualifications** (in chronological order).

Need to know name of the degree, the institution and the year completed. After you have completed your degree you do not need to include details of your high school education.

### **Skills, Experience and Personal Attributes.**

This section will be the "body" of the resume. Its usual for four to five areas to be covered, areas to comment on may include:

- Communication skills
- Time management skills
- Customer relations skills
- Computer skills
- Speaking and presentation skills
- Ability to manage multiple tasks
- Project management experience
- Supervisory or management experience
- Business acumen
- Leadership
- Knowledge of technology
- Negotiation skills

**Employment History** (in reverse chronological order)

A table with name of the company, dates you were there and positions or positions held, dating back say 10 to 15 years. You may also wish to include a brief description of the company.

You may then wish to go into more detail for the last two or three positions.

- a) Responsibilities: What you did in the organisation. Give an indication of the scope of the role eg. your place in the organisation, size of budget managed, number of people supervised.
- b) Achievements: Include successful projects, initiatives, how you added value. Quantify your achievements or outcomes (with numbers or percentages) where possible.

**Additional Details**

The last page of your resume might include further information such as date of birth, residential status (visa type held if appropriate), community work, professional memberships, hobbies and interests. It is not necessary to include extensive personal detail such as marital status and names and ages of children.

**Referees**

It's more common now for the names of referees to be given out on request, this gives you the opportunity to brief them first. If you prefer to list them, do so but make sure they know. Always seek permission to use someone as a referee, just because you worked for him or her doesn't mean they have to be a referee for you. Choose people who are supportive of you and were in a position to comment on your skills, experience and achievements. Ensure you have up to date contact details for your referees including current job title, telephone numbers and email address.

**Résumé Sample on next page**

## Résumé Sample

**Name** Samuel Senior

**Address** 63 Mechanical Street  
Engineering Point  
QLD 4500

**Telephone** 4523 7100 (day time)  
0412 339 613 mobile

**E-mail** ssenior@yahoo.com

### Career Statement

Make a statement about the career you've had and where the next step will take you. You may want to include what you can add to an organisation.

### Qualifications

Master of Environmental Engineering  
University of Australia 1995

Bachelor of Engineering (Civil)  
University of Australia 1990

### Skills, Experience and Personal Attributes.

*Communication skills* – Due to the various nature of the positions I have held I am a confident communicator in both oral and written. This is across all levels of an organisation.

*Computer skills* – I am proficient in all Microsoft packages and attained a distinction in Auto CAD.

*Project management experience* – I have been the senior engineer leading whole projects for the past 5 years. I have learnt x,y and z from this.

*Business acumen* – My current role calls for the analysis of business reports and identifying areas for improvement. My recommendations are then delivered to the board at quarterly meetings.

### Employment History

<b>Company Name</b>	<b>Position held</b>	<b>Time</b>
ABC Company	Project Manager	Nov 1998 – present.
Fred's Engineers	Senior Engineer	Feb 1996 – Oct1998
Fred's Engineers	Engineer	Jan 1994 – Jan 1996
Dept. of housing	Graduate Engineer	Dec 1991 – Jan 1994

### Project Manager

**Nov 1998 – present.**

### ABC Company

*ABC specialises in the construction of Shopping centres Australia wide.*

Responsible for

- Supervision of 8 engineers.
- Project management – planning, budgeting and control.

**Achievements**

- Managed the construction of the \$4m Big Hole shopping centre. Project completed 3 months ahead of schedule.

**Senior Engineer****Feb 1996 – Oct1998****Fred's Engineers**

*Fred's Engineers is a specialist in the construction of high rise car parking stations.*

Responsible for

- List duties or areas of responsibility

Achievement

- List any major achievement – ideally these should be quantifiable

**Additional details:****Professional Memberships**

- Member of the Institution of Engineers, Australia CPEng

**Interests**

- Travel
- Reading
- Bush walking

**Referees:** Available on request.