

Your Functional Résumé

Objective

The job objective is a brief statement describing the focus of your job search, and serves as an essential focal point for your résumé.

**Qualification
Highlights**

The Qualification Highlights section of your résumé is a list of your most significant career experiences and accomplishments. It should highlight specific accomplishments, and summarize your major achievements and qualifications.

**Relevant Skills &
Experience**

This section of your résumé emphasizes the skills and accomplishments relevant to the position you are seeking.

- Write three or four statements in bullet form that summarize the qualifications and achievements relating to the job for which you're applying.
- Each statement should be no longer than two lines.
- Your statements should highlight relevant strengths such as experience, skills, community activities and behavioural traits.
- Prioritize the statements in this section, putting the most important or relevant first.

Work Experience

This section of the résumé is a summary of your work history. For each position you have held, list the start and end dates, the name and location of the organization, your job title, and your major accomplishments or responsibilities.

- List your work experience in reverse chronological order (ie: start with your current or most recent position and work backwards).
- A detailed description of the job duties for each position is not required — you have highlighted your strengths, skills and abilities in the previous section of this résumé.

Education

- Start with your most recent post-secondary education and significant qualifications such as degrees.
- List all other education and relevant training in reverse chronological order.

**Professional
Affiliations**

List your membership in any professional organizations and, if applicable, your involvement in them.

**Community &
Volunteer Activities**

List any relevant community or volunteer activities.

Awards

Include any personal, education-related or work-related awards, such as scholarships, Dean's List, leadership awards, athletic awards, or community activity recognition.

References

Indicate that references are "available upon request" — never include references in your résumé.