

Skills-Based or Functional Format Worksheet

First Last Name

Phone

Professional Email

OBJECTIVE

Obtain position as the _____ at _____.

POSITION SPECIFIC QUALIFICATIONS [*Emphasize how you meet the preferred/required qualifications!*]

- _____
- _____
- _____
- _____

EDUCATION

Name of degree/certificate/license

Date graduated

Name of granting institution, City, State

[Create bullets phrases highlighting duties and responsibilities.

Phrase format: Action Verb, Answer what, Answer How/for what purpose/in what way]

PROFESSIONAL EXPERIENCE

(Core Skill Set Heading)

- _____
- _____
- _____
- _____

(Core Skill Set Heading)

- _____
- _____
- _____
- _____

(Core Skill Set Heading)

- _____
- _____
- _____
- _____

EMPLOYMENT HISTORY [*List in chronological order/last 5 jobs or past 10 years]

Job Title

Dates employed

Name of Organization, City, State

NOTE: References should be submitted on separate sheet that has the same "look" as your resume. However, the format for references should contain the following information.

REFERENCES (3-5; professional references only)

First/Last Name, Person's relationship to you

Name of Organization, Job Title

Phone

Email