

The University of Akron

Center for Career Management

Functional Resumes

The functional resume emphasizes your skills, abilities, credentials and displays them at the forefront of the presentation. Dates, job titles and places of employment are not the focus. It looks different than the chronological resume. Employment history is at the end of the resume. The functional resume's purpose centers on what you did rather than on where or when you did it. These skill areas do not correlate to any specified employer or course. This resume requires an objective that is clear and specific. The skill areas listed correlate with the objective.

Components

- Contact information.
- Career objective, very specific, that lists the skill areas that follow.
- Sections of skill areas (usually at least three).
- Employment history with **no** job description.
- Education (post secondary only) history.

Advantages

- Emphasis is on actual skills not job titles.
- When skills match the application's job description this resume makes a powerful presentation.
- Good resume for certain new graduates, career changers or those with varied work history.

Disadvantages

- Many employers dislike this format as they may be more familiar with the chronological resume and the "previous employment" style.
- Make sure that your employment history is at least listed in the functional resume but done so in a minimized fashion.
- The functional resume requires a good deal of research and thought to plan and write. A thorough knowledge of self is necessary to complete this resume.

Sources: www.jobweb.org/catapult/jsguides.htm Movin' on Tips for Resumes by Leo Charette
101 Best Resumes by Jay Block & Michael Betrus, 1997

FOR FURTHER INFORMATION CONTACT CENTER FOR CAREER MANAGEMENT:

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OBJECTIVE

Pharmaceutical sales position with an industry leader where proven experience in chemical research, marketing and communications will contribute to an effective operation.

SKILLS

Research

- Senior Research Project: Bioequivalence and Interchange of Narrow Therapeutic Index Drugs.
- Co-published w/faculty in the Journal of Pharmaceutical Marketing & Management, "Therapeutic Index Drugs Equivalency Charting".
- Senior student lab technician for Chemistry Department.

Marketing

- Worked with area agribusiness in meeting needs in the supply of agrichemicals.
- Lead telemarketer for two years, increased personal production each year during employment.
- Increased the membership of two student organizations by over 300% each.

Communications

- Worked with various customers in both individual and group sales presentations.
- Assisted in the development and training of new staff members in telemarketing position.
- Tutored students in General Chemistry courses.

EDUCATION

THE UNIVERSITY OF AKRON Akron, OH
Bachelor of Science December, 1998, Chemistry
Minor in Marketing and Sales Technology.

RELEVANT COURSES

Medical Technology	Marketing Principles
Biochemistry Special Topics	Professional Selling

ACTIVITIES

American Chemical Society Student Affiliates, 1995 – 1998, Vice-President 1997 – 1998
Minority Business Students Association, 1996 – 1998
American Association of Pharmaceutical Scientists, Student Member, 1996 – 1998
American Marketing Association, Student Member, 1997 – 1998
American Pharmaceutical Association, Student Member, 1996 – 1998
Badminton Club, 1996 – 1998
Campus Habitat for Humanity, 1997 – 1998

RELATED EXPERIENCE

HYGRADE CHEMICALS, Rootstown, OH
June, 1994 to present

HOUSEHOLD INC., Mogadore, OH
November, 1992 to August, 1995

CHEMISTRY DEPARTMENT OF THE UNIVERSITY OF AKRON, Akron, OH
September, 1997 to present

REFERENCES

References Available Upon Request