

# Functional Resumes

Career & Internship Services

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UNIVERSITY OF MINNESOTA

198 McNeal Hall (St. Paul) • 411 Bruininks Hall (Minneapolis) • 612-624-2710 • [www.careerhelp.umn.edu](http://www.careerhelp.umn.edu) • [careerhelp@umn.edu](mailto:careerhelp@umn.edu)

## What is a functional resume and who should use one?

A functional resume lists experience in skills clusters rather than beneath a specific job title. This format highlights the skills and accomplishments that are most relevant to the job target and de-emphasizes where these skills were developed. Functional resumes are ideal for:

- Career-changers who wish to enter a field very different from their previous experience.
- Those with large gaps in their work history, such as stay at home parents.
- Job-seekers applying for a position for which they may be “overqualified.”

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## Similarities between Functional and Traditional Resumes

In a functional resume, your Education and Activities sections will typically have the same format and layout as a traditional (chronological) resume. You will also have a “Work Experience” section, but it will only list title, employer and dates without further details. Instead, the skills are separated and moved to higher up in the resume, so the relevance of the applicant’s skills are clearer to the reader. This format is described below.

### Including “Highlights of Qualifications”

This is a list of three to four highlights summarizing why you would be a great fit for the position. Tailor your qualifications to those required in the job description. Use action words and keywords if possible.

EXAMPLE (for an apparel design major who has been out of the work force to raise a family):

- More than twenty years experience utilizing detail-oriented sewing and craftsmanship skills
- Excellent team working capabilities in addition to highly developed communication skills

### Describing “Professional Skills and Accomplishments”

In this section, you would want to first list two or three general, key skill categories that you feel are your strengths for your career goal (i.e., communication, leadership, management). After each skill heading, list 3-5 bulleted skills statements which illustrate or prove you have these skills. Always tailor your skills statement for that position and organization.

EXAMPLE

Apparel Design Skills

- Created dozens of garment sketches and templates for “ideation” meetings with private clients
- Produced patterns by hand and developed test garments to analyze structural capability
- Built strong client base of professional women ages 25-50 desiring unique garments

Business Relations/Management Skills

- Collaborated with team of freelance designers to develop client data base for community use
- Marketed and sold creations under independent label on personally maintained web store

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# Patrick McCormick

6762 Shepherd Ave ♦ Minneapolis, MN 55409 ♦ (651) 952-1011 ♦ mccor008@umn.edu

## Objective

To obtain a position with Land O'Lakes as a Manufacturing and Operations Production Manager, utilizing my problem-solving and communication skills to effectively coordinate quality process control while upholding my commitment to performance and customer service.

## Education

*University of Minnesota-Twin Cities*

Anticipated May 2021

*Bachelor of Science in Health and Wellness (Inter-College Program)*

GPA: 3.47/4.00

Related coursework: Lifecycle Nutrition, Macronutrient Metabolism, Vitamins and Minerals, Food Processing Operations, Food Microbiology, Food Quality, Operations Management

## Summary of Qualifications

- More than fifteen years experience in the food service industry, including a detailed knowledge of food processing and sanitation procedures
- Highly developed team-building and collaboration skills as well as ability to motivate and energize peers to accomplish tasks and be productive
- Excels in high-pressure, deadline-driven environments where project management is essential

## Relevant Experience

### *Management Skills*

- Supervise and coordinate activities of cooks and workers engaged in food preparation to ensure adherence to schedules, preparation timelines, and sanitation regulations
- Collaborate with personnel to plan and develop recipes and menus, recognizing employee concerns, budget constraints, and needs and wants of the customer
- Monitor and inspect processes, materials, and surroundings, ensuring that total quality control was being implemented by evaluating information against standards, leading to consistent business practices and service delivery

### *Communication Skills*

- Coached individuals on wellness initiatives and developed a nutrition program to educate residents on the basics of vitamin regimens, leading to more healthful, fulfilled lives
- Motivated employees and subordinates on quality control, encouraging peers to recognize importance of regulations, ensuring best service and sanitation possible

## Employment

*Quality Control Intern*, Hormel, Austin, MN

June-August 2015

*Head Chef*, Morton's, The Steakhouse, Minneapolis, MN

January 2015-July 2016

*Second Chef*, JP American Bistro, Minneapolis, MN

May 2013-December 2014

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