



# Functional Resume Writing for the Experienced Professional

414.288.7423 ■ [career.services@marquette.edu](mailto:career.services@marquette.edu) ■ [www.marquette.edu/csc](http://www.marquette.edu/csc) ■ Holthusen Hall, 1st floor

## Know yourself: Know your skills

A functional resume is designed to more effectively highlight your most career-related skills. Skill Clusters are used to group skills and experiences by category or quality.

### Skill Clusters

This is the marketing component of your resume that promotes you. This type of resume divides your experiences into specific skill or functional areas. Some common skill areas may include Communication, Writing, Computer, Research etc. As with any resume, be sure to include skills gained from work experience, volunteer experience (*internships, community service, student teaching*), and campus leadership. Use a variety of *ACTION WORDS* which describe situations and achievements.

Job seekers can create a functional resume to serve one of two purposes.

**Purpose 1:** A functional resume can be used for a **job seeker with a great deal of experience in the same type of work** or career field who has held a number of positions either at the same company or at a variety of companies. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on common responsibilities and skills.

**Purpose 2:** A functional resume can also be used for a **job seeker looking to make a career change**. This person's skills and abilities may be similar to those required of the desired position in terms of transferability. However, the job seeker needs to clearly make the connection between past job skills and experiences and desired job skills and experiences for a potential employer. The functional resume for this candidate consolidates like experiences and skills into Skill Clusters based on those responsibilities and skills required for the desired position.

*Sample Functional Resume*  
*job seeker looking to make a career change*

**Gracie E. Goodwin**

PO Box 1881 • Marquette University • Milwaukee, WI 53201 • 414-288-7423 • ggoodwin@mu.edu

- Skill**  
**Highlights:**
- ❖ Strong communication skills: both oral and written
  - ❖ Twelve years progressive management experience
  - ❖ Demonstrated ability to handle increased responsibility well
  - ❖ Interested in open, customer-service orientated environment

**Computer Skills:** MS Office, UNIX system, database management software

**Career Related Experience:**

**Leadership**

- Oversaw daily operations of imports division
- Supervised 65 full-time employees
- Handled conflicts as they arose
- Decreased division loss by 32% in 6 months
- Evaluated employees on accomplishment of goals
- Increased sales in region by 65% in two years
- Completed 6 month sales representative training session

**Organization**

- Developed, submitted, and worked with comprehensive quarterly budget
- Developed and implemented new employee recognition program
- Assisted division manager with daily operations of Imports Division

**Communication**

- Facilitated employee focus groups to identify area needs
- Met regularly with 112 current clients to review orders and present new products
- Assisted members with problems or questions
- Designed layout and content for monthly newsletter
- Interviewed volunteers and other sources for newsletter articles

**Special Training:**

- Attended various training sessions concerning:
- Effective sales and marketing
  - Building your communication skills
  - Creating relationships of trust with your client

**Employment History:**

- ABC Company, Milwaukee, WI**
- Imports Division Manager May 1992- Present
  - Imports Division Assistant Manager August 1987- April 1992
  - Sales Representative July 1985- March 1992
- YMCA, Chicago, IL**
- Publications Assistant August 1984- May 1985

**Education:**

- MARQUETTE UNIVERSITY, Milwaukee, WI**  
**Bachelor of Arts Degree in Communication** May 1984

*Beginning Chronological Resume*  
*job seeker looking to make a career change*

**Gracie E. Goodwin**

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- Skill Highlights:**
- ❖ Strong communication skills: both oral and written
  - ❖ Twelve years progressive management experience
  - ❖ Demonstrated ability to handle increased responsibility well
  - ❖ Interested in open, customer-service orientated environment

**Computer Skills:** MS Office, UNIX system, database management software

**Employment History:** ABC Company, Milwaukee, WI

**Imports Division Manager** May 1992- Present

- Oversaw daily operations of imports division
- Supervised 65 full-time employees
- Developed, submitted, and worked with comprehensive quarterly budget
- Handled conflicts as they arose
- Decreased division loss by 32% in 6 months

**Imports Division Assistant Manager** August 1987- April 1992

- Developed and implemented new employee recognition program
- Facilitated employee focus groups to identify area needs
- Assisted division manager with daily operations of Imports Division
- Evaluated employees on accomplishment of goals

**Sales Representative** July 1985- March 1992

- Increased sales in region by 65% in two years
- Identified 22 new clients in one year
- Met regularly with 112 current clients to review orders and present new products
- Attended various training sessions concerning: effective sales and marketing institutes, building your communication skills, creating relationships of trust with your client, and recruiting new clients
- Completed 6 month sales representative training session

**Other Work Experience:** YMCA, Chicago, IL

August 1984- May 1985

**Publications Assistant**

- Assisted members with problems or questions
- Designed layout and content for monthly newsletter
- Interviewed volunteers and other sources for newsletter articles
- Proofread correspondence for administrative personnel

**Education:** MARQUETTE UNIVERSITY, Milwaukee, WI

**Bachelor of Arts Degree in Communication**

May 1984

*Sample Lead Cover Letter*  
(in response to an ad)

**Gracie E. Goodwin**

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PO Box 1881 • Marquette University • Milwaukee, WI 53201 • 414-288-7423 • ggoodwin@mu.edu

March 29, 20xx

Jonathon Saunders  
Human Resources Director  
The Best Company in the World  
1212 33rd Street, Suite #1  
Omaha, Nebraska 68144

Dear Mr. Saunders:

I am writing in reference to the Assistant Director of Human Resources position listed recently in the *Milwaukee Journal Sentinel*. This position interests me because of my strong interest in working with employees in the area of human resources. In addition, I believe my background and skills fit well with your company's mission which states a goal: "To select and employ the most capable and satisfied employees."

My experience at ABC Company reflects twelve years of experience in a corporate setting. During these years, I have been able to take on increasingly more responsibility through my promotions. Each of these positions has given me the opportunity to explore various aspects of the organization. Most recently as the Division Manager, I have been able to strengthen my skills in working with diverse groups of people. I work well solving conflicts between employees, whether they be employer/supervisor conflicts, or employee/employee conflicts. In addition, my strong organization and leadership skills, which are constantly being challenged and developed, allow me to be a successful, contributing employee to ABC Company.

Enclosed please find a current copy of my resume and references. If you should have any questions regarding how my skills fit with your organization, please give me a call at 414-288-7423. I may also be reached by e-mail at ggoodwin@mu.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

*Grace E. Goodwin*

Grace E. Goodwin

enclosures

*Sample Cold Cover Letter*  
(for a company that piques your interest)

**Gracie E. Goodwin**

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March 29, 20xx

Human Resources Director  
The Best Company in the World  
1212 33rd Street, Suite #1  
Omaha, Nebraska 68144

Dear Human Resources Director:

I am writing to inquire about positions at The Best Company in the World using my leadership and organizational skills. This type of position appeals to me because of my strong interest in working with employees in the area of human resources. In addition, I believe my background and skills fit well with your company's mission which states a goal: "To select and employ the most capable and satisfied employees."

My experience at ABC Company reflects twelve years of experience in a corporate setting. During these years, I have been able to take on increasingly more responsibility through my promotions. Each of these positions has given me the opportunity to explore various aspects of the organization. Most recently as the Division Manager, I have been able to strengthen my skills in working with diverse groups of people. I work well solving conflicts between employees, whether they be employer/supervisor conflicts, or employee/employee conflicts. In addition, my strong organization and leadership skills, which are constantly being challenged and developed, allow me to be a successful, contributing employee to ABC Company.

Enclosed please find a current copy of my resume and references. If you should have any questions regarding how my skills fit with your organization, please give me a call at 414-288-7423. I may also be reached by e-mail at ggoodwin@mu.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

*Grace E. Goodwin*

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