

# Template of a functional résumé

## **Your Name**

Home Address

City, Province Postal Code

555-555-5555

your.name@email.ca

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## **Skills and abilities**

### **Summary**

- Use this space to give your prospective employer a brief summary of key skills and professional characteristics
- Add some notable value-added skills, such as a second language, licences, or certifications

### **Skill #1**

- Use these bullets to highlight key accomplishments or further define your skill to provide the employer with a deeper sense of your skills and abilities

### **Skill #2**

- When describing your skills, do not just list them—showcase how you used those skills and describe the results

### **Skill #3**

- Select the skills you are showcasing based on the requirements of the job you're applying for
- Each résumé should be tailored to a different job
- If the job you're applying for requires someone who is good with numbers, include your skills that involve accounting or budgeting

## **Experience**

### **Job title**

*Company name, City, Province or Territory*

Year–year

**Job title**

Year–year

*Company name, City, Province or Territory***Volunteer experience**

- Use these bullets to list a few places you volunteered to gain and develop your transferrable skills

**Education and training****College or University – Major**

Year–year

*City, Province or Territory***High school**

Year–year

*City, Province or Territory*