



Functional & Combination Resume

What is a Functional Resume?

- Functional resume focuses on transferable skills and abilities.
- Functional resumes allow you to group your work history by categories.
- Does not list dates for employment history.
- Functional resume is primarily used by:
 - 1) Job seekers changing careers.
 - 2) Job seekers that have employment gaps .
 - 3) Job seekers that have little to no work experience
 - 4) Job seekers that frequently changed jobs, may have many years of varied work experience

What is a Combination Resume?

- Combination resume uses components from both chronological and functional resumes.
- Combination resume leads with a description of functional skills and related qualifications.
- The skills and related qualifications is followed by a reverse chronological employment history (most recent experience first).
- It does include dates for employment history.
- Combination Resume is primarily used by:
 - 1) Students, new graduates and entry level workers.
 - 2) Workers with a steady, consistent employment history.
 - 3) Career changers
 - 4) Workers that are re-entering the work force.
 - 5) Older workers

Ten Pointers: What to DO or AVOID

What to Do

- Categorize skill by job function. (eg: Sales, customer service, marketing)
- Use reverse chronological order, most recent experience first.
- Use action or descriptive words in clear phrases to highlight skills.
- Describe accomplishments, not just responsibilities.
- Use past or present tense consistently in each phrase.

What to Avoid

- Avoid using resume templates, Create your own.
- Avoid using phrases that include "I" or "My".
- Avoid exaggerating your experience.
- Avoid including personal information such as marital status or social security number.
- Avoid using flashy graphics or colored paper.

Functional Resumes:

A Functional resume is also known as a skill-based resume.

Combination resumes:

A combination resume is also known as a hybrid resume. Combining both the chronological and the functional as one

Career Center Services & Calendar

Check out our website for current dates, times, and locations of workshops and career events.

Located:

Crafton Center
220, Second Floor

Phone:

909-389-3399
909-389-3366

Email:

Careercenter
@craftonhills.edu

Website:

[www.craftonhills.edu/
CareerServices](http://www.craftonhills.edu/CareerServices)

Sample Functional Resume

Joseph Jobs

11711 Sand Canyon Road, Yucaipa, CA 92399
Cell: (909) 386-3366 Email: J.Jobs@Iwannawork.net

OBJECTIVE:

Seeking a general office position, with focus on office settings

SUMMARY:

- Over 12 years experience working in diverse office settings.
- Accurately type 40 words per minute. Proficient in Microsoft Word and the internet.
- Quick learner who can easily adapt to new responsibilities.
- Cooperative, flexible, and dependable. Known for getting the job done efficiently.

OFFICE SUPPORT SKILLS & EXPERIENCE:

Office Support & Bookkeeping

- Type articles for the reporter, consistently completing assignments within strict deadlines.
- As Billing Rate Clerk, balanced over 100 accounts and sent statements to customers at the end of each month.
- Assisted Credit Manager at Highway Express in account collection by phone and email, decreasing unpaid accounts by 20%.
- Provided skills and outstanding support in:
 - Typing
 - Answering Phones
 - Payroll Accounting
 - Filing
 - Distributing Mail
 - Shipping & Receiving
 - Issuing Receipts
 - Inventory Control
 - Record Keeping

Communications & Customer Relations

- Established excellent rapport with co-workers and clients in every position
- Courteously provided information and assistance at Cruise Ship Services and at Pat O'Brien's.
- Served as liaison to impress communications between multiple departments at Cruise Ship Services, Pat O'Brien's, Highway Express, and Omega Lines.
- Answered and directed telephone calls as a temporary office worker for Kelly Services.

WORK EXPERIENCE:

Typist	<i>The Reporter</i> , San Francisco, CA
Temporary Office Assistant	<i>Kelly Services</i> , San Jose, CA
Driver	<i>Cruise Ship Services</i> , Los Angeles, CA
Doorman	<i>Pat O'Brien's</i> , Los Angeles, CA
Billing Rate Clerk	<i>Highway Express</i> , Los Angeles, CA
Payroll Administrator	<i>Omega Lines Transportation</i> , Los Angeles, CA

EDUCATION:

- **Associate of Science in Business Administration** May 20XX
Crafton Hills College, Yucaipa, CA
GPA: 3.2

Sample Combination Resume

Joanna Jobs

Street Address - City, State Zip
909-389-3399 - Jjobs@Iwannawork.edu

PROFILE

Entrepreneurial and results-oriented leader with marketing and sales experience. Core competencies include:

- | | | |
|---------------------|-----------------------|-------------------|
| • Branding Strategy | • Niche Expansion | • Sales |
| • Market Research | • Product Development | • Web Development |

SELECTED ACCOMPLISHMENTS

Market Research & Branding

- Performed competitive analysis of Lego Bionicle brand as marketing model for \$5,000,000 Zoids Blex business.
- Analyzed Transformers brand collector base and proposed actions to develop collector business from 13% to 15% or \$13,000,000 of total revenue.
- Assessed market demand for European luxury linens. Directed production, receipt and marketing of \$100,000 program.

Business Development

- Launched \$30,000 antique art business in less than 6 months.
- Grew retail comforter business by 25% to \$6,000,000 in annual sales. Planned comforter assortment, designed advertising layouts and negotiated promotions.

Personnel Management

- Coordinated engineers, sales force and vendors to merchandise.
- Promoted and develop functionality in channels.
- Recruited, hired, and trained entry level and mid career professionals.
- Managed performance appraisal process for up to 8 direct reports.
- Coordinated incentive and recognition programs.

EMPLOYMENT HISTORY

- | | |
|--|-----------|
| <i>Founder and Owner, My Thriving Company</i> , San Bernardino, CA | 20XX-20XX |
| <ul style="list-style-type: none"> • Responded to online auction opportunity by reorganizing business plan and marketing strategy from offline wholesale to online retail. Grew business by 60%. • Sold merchandise through Parrish Blue Internet site, Ebay and trade publications. | |
| <i>Assistant Buyer, Any Company</i> , Beaumont, CA | 20XX-20XX |
| <ul style="list-style-type: none"> • Assisted in management of \$18,000,000 home textiles business. • Awarded May Company Sales Increase Award for Fall 20XX and Spring 20XX. | |

EDUCATION

California State University Polytechnic Pomona, Pomona, CA	20XX-20XX
<i>Bachelor of Science in Business with an emphasis in Marketing and International Business</i>	
<i>Awards: Scholarship for Excellence in Marketing</i>	20XX

Other Skill Categories:

- | | | | | |
|------------------|------------------|--------------------|------------------|--------------------|
| - Research | - Fund Raising | - Training | - Administration | - Client Relations |
| - Event Planning | - Management | - Human Services | - Facilitating | - Product |
| - Team Building | - Office Support | - Medical Services | - Record Keeping | Development |
| - Leadership | - Analysis | - Program | - Advertising | - Supervision |
| - Marketing | - Retailing | Development | - Coordination | |
| - Scheduling | - Teaching | - Sales | | |

Action Verbs:

Management and Leadership Skills:

Administered Analyzed Assigned Attained Consolidated Developed Directed Evaluated Executed Improved
Increased Oversaw Organized Planned Prioritized Produced Recommended Reviewed Scheduled
Strengthened Supervised

Communication:

Addressed Arranged Arbitrated Corresponded Developed Directed Drafted Edited Enlisted Formulated
Influenced Interpreted Lectured Moderated Motivated Negotiated Persuaded Promoted Publicized
Translated Recruited Wrote

Organizational:

Approved Arranged Catalogued Invoiced Organized Scheduled Classified Collected Staged Assembled
Complied Itemized Routed Stocked Tracked Logged Reviewed Coded Distributed Generated Provided
Collected Filled