**Highlights of Qualifications**

* Here, you should write in a few things about you that are exceptional that you can bring to the team
* Focus on soft skills- for example, excellent interpersonal communication, time management, and organizational skills. Responsible, punctual and dependable.
* Be careful not to repeat what you will write in the Relevant Skills and Experience Section!
* If you’re stumped, always look to the job description you want and compare to the jobs you’ve had

**Relevant Skills and Experience**

**Category One:**

* Your categories are the skill or industry you want to highlight. You should stay focused here- only 2-3 categories should be chosen. Put them in order of what is most relevant!
* Because this is a functional resume, it is okay to highlight different responsibilities you would have had across jobs- you want to focus on skills and experience that matches the category
* There are so many different categories to choose from. Try to use the job description to focus on the skills that are most important for the job you want, and put 3-4 bullets under each category
* You can review industry standards on O\*Net or other classroom activities to help you ID categories

**Category Two:**

* Bullet Point
* Bullet Point
* Bullet Point

**Category Three:**

* Bullet Point
* Bullet Point
* Bullet Point

**Employment History**

*(choose one format that works for you!)*

Job Title Date Started to Date Ended

Company Name City, State Initials

Job Title, Company Name, City, State Initials Date Started to Date Ended

Job Title | Company Name | City, State Initials Date Started to Date Ended

**Education**

School Name City, State Initials

What degree you received, certificate achieved, training etc.