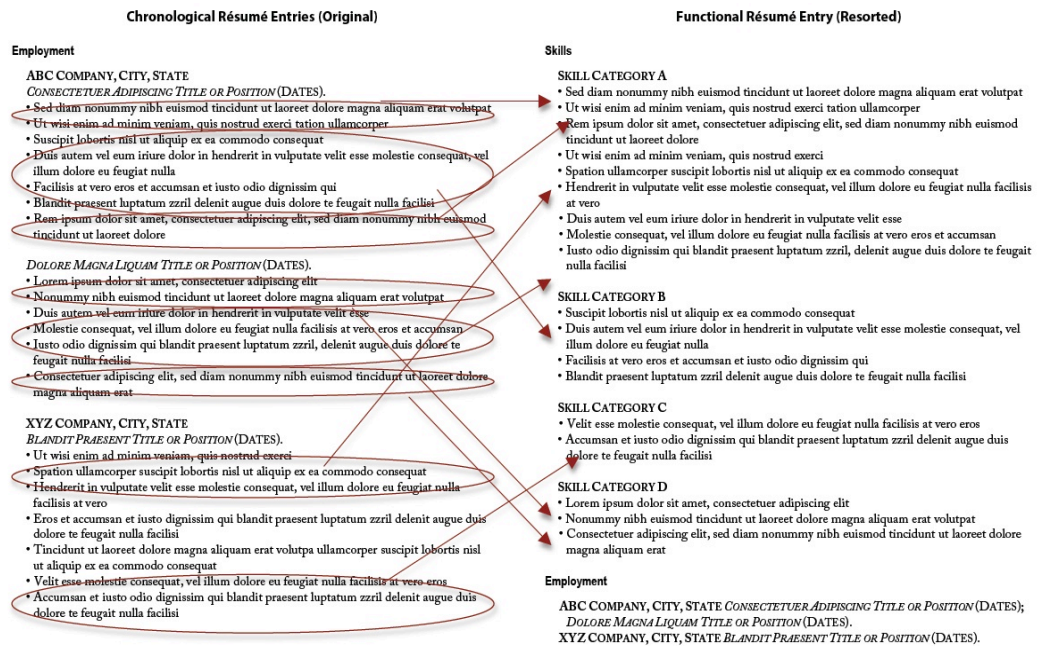


## Bonus Tip Sheet: Functional Résumés Categories

Functional résumés reclassify information on a conventional chronological résumé by regrouping experiences and accomplishments under individual “Skills.” For example:



Such reclassification allows applicants to emphasize the skills they can bring to a position, rather than the forums in which they have used or acquired those abilities.

When deciding how to recategorize chronological résumé entries, you should review the positions you have held and the descriptions under each position for reoccurring verbs and their synonyms. For instance, if entries under one or more positions start with “manage,” or a comparable verb (e.g., oversee, supervisor, coordinate), your functional résumé could include a “Management” skill category.

As you review your résumé for possibilities, you might start with headings that often appear on functional résumés:

**Administration**, which includes abilities to complete clerical duties, provide staff support, operate office machines, maintain office inventory, maintain payroll, and coordinate schedules

**Communication**, which includes abilities to write, speak, read, listen, and comprehend in native and non-native languages

**Customer Relations/Service**, which includes abilities to work with clients to meet needs, address concerns, and solve problems

**Development**, which includes abilities to identify, create, and modify services, products, and programs in systematic ways

**Finance**, which includes abilities to calculate, analyze, model, budget, allocate, manage, balance, and audit monetary resources

**Interpersonal**, which includes abilities to engage, interact, and collaborate with others (supervisors, coworkers, clients and customers)

**Management**, which includes abilities to coordinate, oversee, guide, lead, train, support, encourage and motivate others to achieve target goals

**Marketing/Promotion**, which includes abilities to promote products and services, as well as the organization itself (e.g., the larger company, and individual divisions, teams, and employees)

**Organization**, which includes abilities to increase efficiency within current systems, as well as abilities to prioritize, initiate, plan, develop, coordinate, facilitate, and integrate new systems

**Research**, which includes abilities to identify, gather, diagnose, synthesize, track, and analyze

**Sales**, which includes abilities to understand, explain, demonstrate products and services to generate purchases and sustain client base

**Technical**, which includes abilities to build, assemble, maintain, repair, and operate equipment (e.g., laboratories), machinery (construction, automotive), and other technology (e.g., computer hardware and software)

These headings work for most fields, yet individual industries and organizations may value particular skill sets more than others. Therefore, when indentifying skills to list on your résumé, you should consider skill headings that are most appropriate

for your profession, as well as for the type of work you'd like to pursue in that context. Below are possibilities.

Accounting	Evaluation
Administrative	Event Planning
Advertising	Facilitating
Analysis	Finance
Architecture	Financial Analysis
Auditing	Financial Planning
Bookkeeping	Financial Research
Broadcasting	Fundraising
Career Development	Grant Writing
Clerical	Graphic Design
Client Relations	Human Resources
Communication	Industrial Design
Community Organizing	Information Systems
Community Relations	Instruction
Computing	Interpersonal
Conflict Management	Interpreting
Consulting	Interviewing
Contract Administration	Inventory Control
Coordination	Investment
Counseling	Laboratory
Curriculum Development	Layout
Customer Service	Leadership
Data Analysis	Management
Data Collection and Entry	Market Research
Data Processing	Marketing
Database Design	Materials Handling
Development	Media Development
Drafting	Media Productions
Editing	Media Relations
Education	Mediation
Engineering	Medical Service

Merchandising	Public Relations
Negotiation	Public Service
Network Administration	Public Speaking
Network Design	Publicity
Network Development	Purchasing
Nursing	Quality Assurance
Office Management	Record Keeping
Operations Analysis	Recruitment
Organization	Reporting
Personnel	Research
Planning and Development	Resource Development
Political Action	Retail
Presentation	Sales
Printing	Scheduling
Problem Solving	Social Work
Product Demonstration	Staff Development
Product Development	Supervision
Production	Systems Analysis and Design
Programming	Teaching
Program Analysis	Team Building
Program Coordination	Teamwork
Program Development	Technical
Program Evaluation	Testing
Program Management	Time Management
Program Planning	Training and Development
Program Promotion	Volunteer Management
Promotion	Writing
Property Management	

Once you identify the skills you'd like to promote in your job search, you will need to decide how to redistribute job descriptions from your chronological résumé under the various skill headings you've selected. In doing so, you should keep in mind that individual industries may have and value particular ways of "doing" that skill, as evident by the actions that could appear under a given skill heading, depending on the industry. For example:

<b>Administrative</b>	<b>Development</b>	<b>Counseling</b>	<b>Communication</b>		
administered	analyzed	advocated	addressed	edited	persuaded
approved	advanced	assessed	advertised	elicited	presented
conducted	applied	assisted	arbitrated	enlisted	promoted
controlled	built upon	backed	arranged	explained	proposed
coordinated	catalogued	clarified	articulated	expressed	printed
designed	compiled	coached	authored	formulated	publicized
directed	conceived	counseled	clarified	furnished	published
established	created	demonstrated	collaborated	handled	reconciled
evaluated	designed	diagnosed	communicated	incorporated	recruited
handled	developed	directed	composed	influenced	referred
headed	enlarged	educated	condensed	interacted	reinforced
hired	established	expedited	conferred	interpreted	reported
interpreted	formulated	facilitated	consulted	interviewed	resolved
interviewed	founded	familiarized	contacted	involved	responded
managed	grew	guided	conveyed	joined	solicited
mediated	implemented	intervention	convinced	judged	specified
negotiated	increased	maintained	copyedited	lectured	spoke
observed	influenced	mediated	copy wrote	listened	suggested
organized	initiated	mentored	corresponded	marketed	summarized
oversaw	instituted	motivated	debated	mediated	synthesized
planned	supported	referred	defined	moderated	taught
prepared	surveyed	rehabilitated	developed	negotiated	trained
ran	trained	represented	directed	observed	translated
supervised	updated	supported	discussed	outlined	wrote
systematized		sustained	drafted	participated	

<b>Creativity</b>		<b>Research</b>		<b>Finance</b>	
acted	illustrated	analyzed	interpreted	accumulated	earned
adapted	imagined	clarified	interviewed	adjusted	economized
adopted	improvised	collected	inspected	administered	estimated
began	initiated	compared	interpreted	allocated	forecasted
combined	instituted	conducted	interviewed	analyzed	funded
composed	inspired	confirmed	invented	appraised	invested
conceptualized	integrated	critiqued	investigated	assessed	managed
condensed	introduced	detected	located	audited	marketed
created	invented	determined	managed	backed	measured
customized	modeled	developed	marketed	balanced	modeled
designed	modified	diagnosed	measured	budgeted	netted
developed	originated	discovered	organized	calculated	planned
devised	performed	documented	researched	checked	prepared
directed	photographed	evaluated	reviewed	computed	programmed
displayed	planned	examined	searched	conserved	projected
drew	portrayed	experimented	solved	corrected	qualified
entertained	revised	explored	summarized	correlated	reconciled
envisioned	represented	extracted	surveyed	decreased	reduced
established	revitalized	formulated	systematized	deleted	researched
fashioned	shaped	gathered	tested	detected	retrieved
formulated	solved	identified	theorized	determined	verified
founded		inspected	verified	developed	

Management		Promotion	Clerical	Problem Solving	Training
administered	instituted	advanced	accounted for	analyzed	adapted
adopted	integrated	advertised	approved	clarified	administered
analyzed	introduced	announced	arranged	cleared up	advised
appointed	led	backed	bookkeeping	collaborated	assisted
approved	managed	blanketed	catalogued	compared	clarified
assigned	mediated	broadcast	classified	compiled	coached
attained	modeled	declared	collected	conferred	communicated
authorized	moderated	developed	compiled	confronted	commanded
began	motivated	endorsed	computed	consulted	conducted
chaired	negotiated	exposed	dispatched	contributed	coordinated
considered	operated	exposed	executed	decided	critiqued
consolidated	mediated	flier	generated	deciphered	developed
contracted	merged	marketed	implemented	determined	directed
controlled	motivated	posted	indexed	evaluated	educated
converted	navigated	presented	inspected	executed	enabled
coordinated	organized	publicized	inventoried	fixed	encouraged
decided	originated	published	logged	forecasted	evaluated
delegated	overhauled	pushed	monitored	founded	explained
demonstrated	oversaw	red	operated	handled	facilitated
developed	persuaded	revealed	prepared	helped	focused
devised	promoted	sold	processed	improved	guided
directed	planned	sponsored	purchased	increased	helped
discharged	presided	supported	recorded	investigated	individualized
eliminated	prioritized	tabled	retrieved	mediated	informed
emphasized	produced		screened	mended	initiated
enforced	proposed		systematized	moderated	instilled
enhanced	recommended		tabulated	negotiated	instructed
established	recruited		validated	prepared	led
evaluated	reorganized		verified	recommended	motivated
executed	replaced			reconciled	persuaded
founded	restored			reorganized	prepared
generated	reviewed			researched	presented
handled	scheduled			resolved	schooled
headed	secured			reviewed	simulated
hired	selected			settled	stimulated
hosted	solved			simplified	taught
improved	streamlined			solved	tested
incorporated	strengthened			surveyed	trained
increased	supervised			worked out	transmitted
initiate	supported				tutored
inspected	terminated				
inspired	trained				

Organizational			Technical		
analyzed	facilitated	provided	adapted	devised	regulated
applied	filed	purchased	applied	engineered	remodeled
approved	generated	recorded	assembled	fabricated	repaired
arranged	handled	registered	built	formulated	replaced
arranged	implemented	responded	calculated	fortified	restored
catalogued	incorporated	reviewed	calculated	installed	solved
categorized	initiated	routed	coded	invented	specialized
charted	inspected	scheduled	computed	maintained	standardized
classified	logged	screened	conserved	manufactured	studied
collected	maintained	standardized	constructed	operated	upgraded
compiled	monitored	submitted	converted	overhauled	utilized
coordinated	obtained	summarized	created	printed	wrote
corresponded	operated	supplied	debugged	processed	
developed	organized	systematized	designed	produced	
distributed	planned	updated	determined	programmed	
documented	prepared	validated	developed	rectified	
executed	prioritized	verified			
expedited	processed				

As these lists demonstrate, each skill heading could represent myriad actions and experiences, but a profession might only recognize or reward certain actions within that category. A building contractor, for instance, would need to demonstrate technical skills differently than a computer software engineer; therefore, while listing every technical ability under a “Technical” skill heading might be accurate, doing so may not be advantageous when pursuing work in a particular industry. Being attentive to industry biases, therefore, can help you regroup chronological résumé entries more strategically for your specific job search.

You may also notice that entries within one category may overlap with entries of another category. In such cases, you might consider the best place to list these entries in light of all skill categories that appear on your résumé, as well as individual entries within each skill. For example, an experience might offer better evidence of a specific skill in light of the field or work you’re interested in pursuing. If not, an ability that readily and accurately fits under more than one skill category might be placed under the skill that does not have as many entries as others on the résumé.

There is no “correct” way to sort information, yet grouping and categorizing your experiences in ways that reinforce the image you want to project to the companies that interest you can strengthen your application.