

Functional Resumes

Use Optimal Resume at mssu.edu/career

Letterhead

Use the same letterhead on your cover letter, resume, and reference page

List your name, address, and phone number

Include e-mail address (professional address, not hotbabe@zyx.com)

Education

- List most recent first
- List name of college, location, year completed or expected to complete, and degree
- Leave off high school
- List your GPA if it is a 3.0 or higher

Related Coursework

- Include relevant class names (no numbers)

Skills and Experience

- Use 3-4 brief, bulleted statements to support the skill set
- List accomplishments under each skill
- Bullets should support your strengths in the transferable skill
- Start each bullet with a past tense action verb as you are referring to previous tasks
- Focus on transferable skills and achievements

Tip: Research positions for which you would like to eventually apply. Use a highlighter to mark required skills, experience, and attributes.

Focus on skills or experience from past positions that are transferable to the new position. Do not assume the employer will make the connection.

Employment History

- List in reverse chronological order, with most recent first (this can include unpaid experience)
- Include dates employed (month and year only), job title, company, city, and state

Awards

- List any collegiate awards and significant scholarships (especially related to your major or profession)
- Include date received

Memberships

- List organizational memberships (student organizations count)
- Include offices held or committees chaired, and date range if more than one year

Volunteerism and Team Activities

- This is a great way to set yourself apart
- Employers like to see that you are willing to give your time and are involved in the campus and community
- If you don't have volunteer experience yet, it is never too late to start!
- Choose one or two non-profits and commit to a long term involvement with their organization

Tip: One page is best. The average hiring manager will spend 30 seconds looking over a resume.

DON'T FORGET!

When applying for a position by e-mail or online, be sure to submit all documents as **pdf** files.

Your resume is your first impression to prospective employers; it should be neat and professional.

Have Career Services review your resume and check spelling and grammar before submitting.

Build your resume and cover letter online with
Optimal Resume

Go to mssu.edu/career
Choose Student/Alumni,
then click Optimal Resume



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