

You've Earned It

Objectives

- See the usefulness of concepts learned and the potential applications in the world of work
- Create a functional resume that highlights skills and experiences earned in class

Vocabulary

Directions: Identify the vocabulary word for each definition below.

1. _____ A document highlighting an individual's accomplishments and job experience, organized into sections that focus on areas of skill and achievement.
2. _____ A document highlighting an individual's accomplishments and job experience, listed according to date.
3. _____ One who has a share or an interest, as in a business enterprise or project

Try It / Solve It

1. A functional resume is written in a format that stresses the skills you possess, rather than where and when you used them. This format works well for people whose major accomplishments have been in school and who have little real-world experience. This is contrasted with the more traditional chronological resume format in which the main information is job history listed from most recent to the earliest employer. Compose a functional resume for yourself, including the skills and experiences you acquired in this course. Your instructor will give you some samples of resumes written using the functional format.