

## A Functional CV

**Pages 2 & 3 of this document show an example of a functional CV.**

A functional CV is focused on a candidate's transferable skills and achievements and / or accomplishments while a traditional CV outlines a candidate's employment history in a reverse chronological order.

Many people advocate that a functional CV can be particularly effective for people who:

- Are looking to change the direction of their careers and therefore wish to highlight particular transferable skills rather than a precise employment history.
- Have changed jobs frequently, who may have held varied roles or who have gaps in their employment history.
- Are seeking out their first job or who have limited work experience.

Often people combine functional and chronological CVs by incorporating a summarised employment history on the second page of a functional CV.

Many people don't like functional CVs because they don't say what you did, and where and when you did it! But if the above applies to you a functional CV could be your best bet.

The layout of a functional CV might look something like that outlined on the following two pages (in this example font style chosen was Calibri, headings in bold size 12, all other text regular and in size 11):



**Name and contact info**  
**Location/State/Zip Mobile/Cellphone # email**

**Profile**

State your profession and perhaps level of seniority and mention any areas of particular strength or interest. Back it up by making mention of experience, any notable evidence and credentials e.g. qualifications. The reader of your will realise this is a profile ~ give this a title profile, personal statement or professional objective if you wish but if it will look better by saving the space of a title do so.

**Transferable skills**

**Management skills**

- These could be broken down into several areas, such as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.
- Highlight the most significant areas relevant to the particular position for which you are applying first.

**Communication skills**

- These could be broken down into several areas such, as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.

**Financial skills**

- These could be broken down into several areas, such as management skills, communication skills, analysis & problem solving, technical skills, financial/budgetary skills...
- In this example we have created three subheadings for transferable skills; management skills, communication skills and financial skills.

**Achievements or accomplishments**

- Achievements and accomplishments substantiate and add weight to a CV. They are worthy of space.
- Highlight the most significant achievements first.
- Give relevant examples of your achievements and accomplishments.

**Education & qualifications**

Put them on the first page if they are particularly relevant, if they do not add any significant value put them on the second page.

## **Career History**

xxxx-xxxx      Position,      Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

xxxx-xxxx      Position,      Employer

Ordinarily just the dates/timeframes in which the positions were held; date, position, employer.

xxxx-xxxx      Position,      Employer

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xxxx-xxxx      Position,      Employer

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## **Education & qualifications**

Put them on the second page if you have not chosen to put them on the first.

Give details of significant modules if you believe it adds merit.

If you have considerable experience lengthily details in this section may not be appropriate but if you are person with little experience the qualifications may add a lot of value.

## **Hobbies & interests**

Only a brief outline. Gym, spinning, skiing, running half marathons, playing a musical instrument, dog walking, family, horse riding, reading sci-fi, history, languages...

All the other tips for CVs apply.