



FUNCTIONAL RÉSUMÉ

A résumé is a summary of your skills and background designed to get you a job interview. A one-page, 8.5" by 11", black and white marketing device, it is necessary for entry into any area of Practice (Gateway Project, internship/job, Practice Assessment). It is a well-crafted piece of design that showcases your abilities to put together a clear, readable, consistent document. It is not an autobiography. Before you start, ask yourself, "Who is my audience? What do they need to know in order to consider me for an interview? And how can I best frame my prior skills and experience?" The **functional résumé** is recommended for students with **no design or professional (office) experience** as it highlights your design, technical, organizational, communication, and professional skills rather than unrelated work experience.

Heading

- Your name, complete mailing address, phone number, email address ... identical to your cover letter.
- You do not need to write "Email: (your address)" or "Phone: (your number)." Just list your address and number.
- List one phone number, the one you'd want prospective employers to reach you at. Answer it professionally, and be sure you have a professional outgoing voicemail message.
- Use a professional email address, e.g. BAC email. Remove all hyperlinks throughout all documents.

Education

- List colleges in reverse chronological order, most recent (BAC) first.
- Format your Education section identically to your Experience section. For example:

School/Company , City, State	Month Year – Month Year
<i>Degree/Title</i>	
- For each college, list the dates you attended and the degree you received. For BAC, write: "Candidate for [Degree]"
- Make sure your degree is written correctly:
 - Bachelor of Architecture, Bachelor of Interior Design, Bachelor of Landscape Architecture, Bachelor of Design Studies, Master of Architecture, Master of Interior Design, Master of Landscape Architecture, or Master of Design Studies.
- Do not put your expected graduation date. Write: "[Month Year Started] – present."
- Optional: include GPA if 3.25 or higher.
- Do not list individual classes. Communicate such knowledge in your cover letter and/or Skills section.

Skills

- The main focus of your résumé: it calls attention to the skills you have to offer (rather than unrelated experience).
- Skills sections may be labeled Design, Technical, Professional, Communication, Organizational, Management, Construction, Customer Service... whatever is most relevant to your particular skill set and the job you're applying for.
- Draw on all of your experience: academic, professional, volunteer, extracurricular, etc. One of the biggest mistakes BAC students make is not fully cataloguing their entire skill set.
- Professional skills gained in unrelated settings will be applicable to the design setting if re-framed and presented correctly.
- Select and order your skills in accordance with the needs of the position you're applying for.

Design Skills

- Write down each course you've taken at the BAC (or previous design school). List projects or assignments from each course. Write the skills that you needed to do these. Think: what can you do now that you couldn't before?
- Create a list of ALL of these. You need not start each line with an action verb.
- Be thorough and specific! Don't just list "Drafting," list "Drafting: plans, sections, elevations, axonometrics, perspectives."

Professional Skills

- Write down every job, volunteer opportunity, and extracurricular activity you've been a part of. List the responsibilities associated with each, and the skills you needed to execute these responsibilities. For example: "Managed high-volume inventory in busy retail environment." AGAIN, BE THOROUGH AND SPECIFIC!
- Write these out more fully, and link them directly to experience in that section. For example: "Created analysis reports of sales, trends, and recaps of historical figures."
- Start each professional skill with an action verb: answered, composed, created, designed, guided, managed, oversaw, presented, etc. Vary your action verbs. For a helpful list of verbs, visit www.quintcareers.com/action_skills.html.

Experience

- In Functional format, this information is less relevant. Minimize, place it lower on the page (below Skills).
- List your jobs in reverse chronological order, most recent first.
- Company, location, dates, and title only. Transfer all responsibilities and achievements to the Professional Skills section. Re-framing them this way makes them seem related to design even if they're not.

Additional Skills/Interests

- Use this last section of your résumé to provide a complete picture of who you are as a person.
 - Professional memberships (e.g. BSA Student Member)
 - School organizations (an Atelier committee)
 - Volunteerism, community-based activities
 - Languages (highly valued these days!) ... in Functional format, languages can go in Professional Skills section
 - Travel, sports, outdoor activities, hobbies, interests

Please note:

- The use of an Objective is not recommended for any format. Your objective should be clearly stated in your cover letter.
- Don't say "References Available Upon Request." It's assumed that references (and work samples) are available at any time.

Remember, every document must be 100% free of spelling, grammar, and punctuation errors. Once you have a résumé drafted, make an appointment with the Learning Resource Center (writingcenter@the-bac.edu).

Functional résumé template:

FIRST LAST
123 Fake Street, City, State, Zip
firstname.lastname@the-bac.edu
555-555-5555

EDUCATION

Boston Architectural College, Boston, MA
Candidate for (Degree) of (Discipline)

- GPA: 3.5

Month Year – present

Prior College, City, State
(Degree) of (Discipline)

- GPA 3.7
- Semester Abroad: City, Country

Month Year – Month Year

SKILLS

Design / Technical Skills

- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill

Professional Skills

- Professional skill, written out somewhat fully but short of complete sentences (start with action verb)
- Organizational skill, written out somewhat fully but short of complete sentences (start with action verb)
- Communication skill, written out somewhat fully but short of complete sentences (start with action verb)
- Management skill, written out somewhat fully but short of complete sentences (start with action verb)
- Construction skill, written out somewhat fully but short of complete sentences (start with action verb)
- Customer service skill, written out somewhat fully but short of complete sentences (start with action verb)

EXPERIENCE

Company, City, State
Title

Month Year – Month Year

Company, City, State
Title

Month Year – Month Year

INTERESTS

Membership: Organization 1, Organization 2, Organization 3

Languages: fluent in (language); working knowledge of (language)

Travel: Country 1, Country 2, Country 3, Country 4, Country 5

Interests: hobbies, outdoor/athletic activity, artistic/musical endeavors, etc.