**FUNCTIONAL RESUME SAMPLE**

**Contact Information -** goes at the top of your resume. Include your email and telephone contacts. You can also include your LinkedIn URL

**OBJECTIVE**

* To obtain an **Early Childhood Educator** positionwith Pluto Daycare where my related education, skills and experience will encourage a positive, supportive and inclusive learning environment for children.

**Summary of Skills** – included both Technical and Transferable skills developed into accomplishment statements.

**SUMMARY OF SKILLS**

* Graduate from the Early Childhood Education program at Conestoga College
* Developed group activities for children ages 2 to 12 on a variety of educational topics
* Created instructional games to incorporate different learning styles into planned activities
* Created and maintained clear learning objectives with daily learning logs
* Worked directly and individually with children who have ADHD/ADD and autism
* One-on-one behavioural management sessions with special needs children, teaching skills in empathy, impulse control and anger management
* Utilized conversational French with specified children as part of French curriculum
* Languages: English and French

**Relevant Skills and Experience –** this is the heart of a functional resume. You will focus on your skills and experience within this section. You can have up to three (3) skills sets.

**RELATED SKILLS AND EXPERIENCE**

**Child Care**

* Observed children and maintained their safety and care at all times
* Accommodated and supported students at different developmental stages according to individual needs, from 4-months to 12-years of age
* Supported children with activities of living including feeding and dressing

**Communication & Interpersonal**

* Developed and maintained excellent oral and written communication with parents
* Posted events and important information in the classroom to provide updates to guardians
* Completed accident reports and consistently maintained confidentiality

**Teamwork**

* Maintained a professional dialogue and collaboration with ECE’s and ECE assistants
* Collaborated with team to successfully organize and oversee special events and trips for children aged 3 to 6
* Assisted other ECE’s with curriculum development and offered new ideas for special activities and events within the classroom

**Education - Bold** your program name, keep dates to the right and expand on current educational training.

**EDUCATION**

**Early Childhood Education Diploma** 2014 – 2016

Conestoga College, Kitchener, Ontario

* GPA: 3.7
* Courses included: Child Development at different stages in life, Curriculum Creation, Health Safety & Nutrition, School Age Programs

**CERTIFICATIONS & TRAINING**

**Certifications & Training** –if you have any additional training that you have completed you can include it within this section.

**Level ‘C’ CPR & First Aid Certification** 2015

St. John’s Ambulance, Kitchener, ON

**WHMIS Training**  2015

**Work Experience** – List your “work” experience in this section; this can include placements and employment positions. Include the company name and dates. The description of duties will be in the **“Related Skills and Experience”** section.

**WORK EXPERIENCE**

**Child Care Provider** 2015 - Present

Private Family, Waterloo, ON

**Early Childhood Education Student Placement** Sept 2014 – Nov 2014

University of Waterloo Early Childhood Education Center, Waterloo, ON

**Mentor**  2013

Big Brothers and Sisters, Kitchener, ON

**Volunteer -** include if you have any. Keep the same format as your employment history section. Include dates – most recent experience is listed first.

**VOLUNTEER EXPERIENCE**

**Volunteer Teacher’s Assistant** 2010 - 2013

Dance Adventure, Kitchener, ON

**Volunteer** 2009

MS Society of Canada Kitchener Waterloo Branch, Kitchener, ON

**ACTIVITIES AND INTERESTS**

Keep this section short; include a few interests and relevant activities. It’s a good way to show related interests. Employers **do** read this section!

* Drawing and Art
* Playing piano
* Volleyball - K-W Women’s Volleyball League

References Available Upon Request

Be prepared to share **references** at the interview stage (unless specified in application process). Your references should be word processed on a separate document with name of reference, company name, title and contact information – **check out our reference tip sheet!**