# The Resume

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# Table of Contents

Helpful samples and FAQs can be found in each subsection for Resume Writing.
See the Resume Samples section for complete text-based examples.

# Resume Styles

You may design many different versions depending on your job search. Ask yourself— Is this a corporate environment? Is this a highly creative environment? Does my resume match their style or atmosphere?

### Reverse Chronological

This resume style is the most commonly used among job seekers. It is what most people traditionally think of when they hear the word "resume". This format is an excellent approach for entry level applicants with little experience, as it helps focus on the leading edge of your career development. It should feature strategic section headers briefly embellished with responsibilities and accomplishments as bullet points or short phrases separated by commas.

### Functional

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is typically used by job seekers who are changing careers, who have gaps in their employment history, or whose work history is not directly related to the job.

### Hybrid

This resume style is a combination of the reverse chronological and functional resume formats. The hybrid satisfies demands for timelines and showcases your marketable skills and impressive accomplishments.

# Typography

Be simple and clear, yet retain elements, such as typefaces and color selections, from your personal branding. Color, typography, and layout decisions are influenced by the target position.

Use a single font and distinguish sections by employing bold, semi bold, and italics. However, be consistent with your formatting. If the header is bold, nothing else is.

DO NOT include too many typeface styles. Entry level resumes should only be one page.

# Hints and Tips

List items in reverse chronological order to make it easy for the employers to see what you are currently doing and your work history. Be aware of verb tense.

Leave out irrelevant personal information. You may be very proud of your club membership or political affiliation. Unless your personal information is relevant to the job you're applying for, DO NOT include it on your resume.

Use short sentences or phrases rather than paragraphs. Bullet job responsibilities.

Use action verbs (especially words featured in the position description). Overall, mirror language used in the position description when appropriate.

# Resume Do's and Don'ts

## DO

- List the correct title of your degree. Ex: "Bachelor of Science in Entrepreneurial Studies", or "Bachelor of Fine Arts in Illustration" (Be sure to spell out the degree.)
- Note the correct name of the school (Minneapolis College of Art and Design).
- Keep it brief, no longer than one page.
- Lead with your strongest statements that are related to the job/goal.
- Be creative and relevant to the job and related field. Clearly communicate your purpose and value to employers.
- Emphasize your skills (technical, software, design).
- Be selective with your qualifications, tailor to match the job description.
- Include employment-related accomplishments.
- Include anticipated graduation date under education section and your GPA if it is 3.5 or higher.
- List job descriptions for your previous positions (what did you do for them?). Use action verbs and include relevant duties.
- Always list employment in reverse chronological order (most recent/current listed first).
- Be consistent with verb tenses.
- Check for and correct all typographical, grammatical, and spelling errors.
- Use the format to showcase your skills.
- Maintain eye-appealing visual appearance. Be consistent with heading, dates, and other formatting elements.
- Use 8 1/2" x 11" paper.

## DON'T

- Avoid usage of "I" or "my" statements. Ex: "Designed new logo for company", not "I made a new logo for them."
- Do not use abbreviations (exceptions are middle initial in your name, cardinal directions such as N. for North, and states such as MN for Minnesota).
- Do not list your high school information.
- Avoid extravagant typesets, binders, or papers. Readability should be the number one goal.
- Do NOT include any sort of photograph of yourself or any personal information such as height, weight, family status, or religious/political affiliation.
- Avoid statements you cannot prove. Be truthful.
- Do not include a "personal" section, or mention hobbies, social interests, and activities (or the like) unless they contribute to your objective or are relevant to the company for which you are applying.
- Do not include references on the resume. They should be listed on a separate sheet.
- Do not staple or fold your résumé.

# Action Verbs to Strengthen Your Resume

| DECISION MAKING | MANAGEMENT | CHANGES | STAFF |
|---|---|---|---|
| Accept | Adjudicative | Activate | Appraise |
| Activate | Analyze | Compare | Discharge |
| Approve | Anticipate | Create | Employ |
| Authorize | Approve | Design | Handle |
| Decide | Direct | Establish | Interview |
| Render | Establish | Improve | Promote |
| Require | Evaluate | Make | Recruit |
| Solve | Execute | Modify | Screen |
| Terminate | Manage | Stimulate | Seek |
| Test | Meet | Upgrade | Select |
| | Organize | | Train |
| | Plan | | Transfer |

| SUPERVISION | ADMINISTRATION | RESEARCH | PLANNING & CONTROL |
|---|---|---|---|
| Adhere | Administer | Analyze | Acquire |
| Assess | Engage | Compile | Allocate |
| Assign | Furnish | Define | Assume |
| Counsel | Insure | Determine | Control |
| Define | Justify | Develop | Extend |
| Delegate | Process | Evaluate | Forecast |
| Demonstrate | Procure | Identify | Formulate |
| Develop | Purchase | Investigate | Measure |
| Encourage | Receive | Prepare | Monitor |
| Exercise | Reclaim | Propose | Plan |
| Foster | Reject | Recommend | Progress |
| Manage | Requisition | Research | Schedule |
| Meet | Secure | Review | |
| Participate | Ship | Submit | |
| Report | Store | | |
| Request | Supply | | |
| Supervise | | | |

| HELPING | COMMUNICATION | EXTERNAL ACTIVITIES |
|---|---|---|
| Arrange | Contact | Cooperate |
| Assist | Critique | Coordinate |
| Contribute | Declare | Negotiate |
| Counsel | Display | Publicize |
| Give | Inform | Represent |
| Guide | Interpret | Strengthen |
| Initiate | Issue | |
| Serve | Speak | |
| Solve | Testify | |
| | Write | |

# CONTACT INFORMATION / GENERAL FORMATTING

Keep your contact information as compressed as possible.

Name: _____

Phone #: _____

Email: _____

Website/Portfolio link: _____

## Samples

## Anita Job
612 555-555 | anita.job@gmail.com | anitajob.com

## John Doe
5010 16<sup>th</sup> Ave S, Minneapolis, MN 55407
612-555-5555
Johndoe1@gmail.com

## FAQs

**Should I include my home address?**
Including addresses on resumes is optional. Leave it off if you are applying outside of your geographic area.

**Do I need an Objective, Profile or Summary?**
These are all optional sections.

**Can I use my personal branding?**
Yes, include branded typefaces and color schemes.

**Can I include a logo?**
Yes, if you are in the creative field. Consider using as a header or banner. Ensure your graphics do not dominate the page, but rather demonstrate your artistic talent.

**Can I use color?**
Yes, as long as it is not distracting and is merely used to distinguish certain elements/information, or as part of a logo or banner.

# SKILLS

List all software programs, specialized equipment, and/or artistic mediums that you feel comfortable using to perform required job duties.  Separate into the appropriate types of skills (e.g. design vs. software).

## <u>Samples</u>

| **Design Skills** | **Software** |
| --- | --- |
| • 2D Animation | • After Effects |
| • GIFs | • Google Suite |
| • Kinetic Typography | • InDesign |
| • Logo Design | • Mac OS X |
| • Video Production | • Premiere Pro |

## <u>FAQs</u>

**What skills should I not list on my resume?**
Do not include soft skills.  Soft skills such as "collaboration", "multi-tasking", "team player", "motivated", "active listener", "critical thinker" DO NOT, under any circumstances, belong on your resume.  Soft skills will be reflected in your cover letter and interview.

**What should I do if I'm having trouble thinking of design skills that I have?**
Make an appointment with Career Development. The office can provide you with information about skills related to your major and work with you individually to determine what you know.

# EDUCATION

List the colleges that you have attended, starting with the most recent/current. Your GPA can be listed if it is above a 3.5.

Types of Degrees: Bachelor of Science, Bachelor of Fine Arts, Master of Fine Arts, Master of Art in Sustainable Design.  (Be sure to spell out!)

Add major after degree (Ex. Bachelor of Science **in** Entrepreneurial Studies).

## <u>Samples</u>

Reflects Graduation:

**Minneapolis College of Art and Design**, Minneapolis, MN          May 2018
Bachelor of Fine Arts in Illustration
GPA 3.8

Reflects coursework but not graduation:

The University of Minnesota, Twin Cities, MN          June 2013-June 2015
Bachelor of Fine Arts – Photography

## <u>FAQs</u>

**Should I include my High School education?**
No. Resumes of college students do not include this information because having a high school diploma or the equivalent is necessary for college enrollment.

**Do I list my accomplishments?  Awards?  Scholarships?**
Yes, if you can name "Merit Scholarship" or "Dean's List [Semester]", you can add it underneath the school's name, or on the same line as your GPA.

# WORK EXPERIENCE

List your experiences, including unpaid internships. Generally, as current students or recent alumni, your resume will be in chronological order, with the most recent experience listed first/at the top.

**Company Name**, City, State                                    (Month/Year – Present)
*Job Title*
- List of duties/tasks performed OR phrases separated by commas

# Samples

**Carlyle Studios**, Minneapolis, MN                    September – December 2016
*Design Department*
- Assisted lead photographer with photography of events
- Worked on photo retouching
- Exposed to client relations and sales techniques

**ABC Graphics**, Minneapolis, MN                                    October 2015
*Freelance Designer*
Developed new menu concept for fine dining restaurant

*Freelance Web Designer*, St. Paul, MN                    October 2015 – Present
Develop web pages for various companies in the metro Twin Cities area, with focus on graphics and interface design

# FAQs

**Is it okay to include non-field related jobs?**
Yes. It is important to demonstrate that you have an established work ethic. You may also list transferrable skills via the tasks performed.

**Can I list volunteer work?**
Yes, in its own section; OR you can rename this section to "Relevant Experience", and add it as another employment listing.

**Can I list military service?**
Yes, in its own section; OR you can rename this section to "Relevant Experience", and add it as another employment listing.

# Chronological Sample Resume
*For current students.*

# Anita Job
612.123.4567
anitajob@gmail.com
anitajob.com

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## OBJECTIVE

To utilize professional and creative skills in the field of graphic design to add value to the company.

## EDUCATION

**Minneapolis College of Art and Design**, Minneapolis, MN   Expected Graduation 2019
Bachelor of Fine Arts in Graphic Design
GPA: 3.75

**The University of Minnesota**, Minneapolis, MN                    August 2011-June 2012
General Studies with an emphasis in Fine Art

## SKILLS

- After Effects
- HTML
- Illustrator
- InDesign
- Kinetic Typography
- Lightroom
- Microsoft Office Suite
- Video Production

## EXPERIENCE

**Mad Designs**, St. Paul, MN                                        June 2016-Present
Graphic Design Assistant
- Designed logo for company letterhead and promotional advertising
- Assisted lead designer to create cover for Mad Design magazine

**Signs Plus**, Minneapolis, MN                                     February 2014-May 2016
Customer Service/Production Assistant
- Assisted customers with copy and sign needs
- Designed unique and innovative logos for customers

**Java Cup**, Minneapolis, MN                                       May 2012-January 2014
Cashier
- Served customers coffee and other beverages
- Monitored all cash register transactions for accuracy

# Chronological Sample Resume
*For current students.*

# Anita Job
612.123.4567 • anitajob@gmail.com • anitajob.com

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## CAREER OBJECTIVE:
A position using creative and technical design skills and multimedia ability that adds productivity to the company

## SKILLS SUMMARY:

**Software:**
- After Effects
- DragonFrame
- Illustrator
- InDesign
- Photoshop
- Premiere Pro
- Maya
- Microsoft Office Suite

**Systems:**
- Windows OS
- Mac OS X

**Languages:**
- Javascript
- HTML

## EDUCATION:
**Minneapolis College of Art and Design**, Minneapolis, MN          Graduated May 2016
Bachelor of Science in Entrepreneurial Studies

## PROFESSIONAL HISTORY:
**The Westside Community Center**, Minneapolis, MN          06/16-11/17
Technical Assistant
- Supervised open labs
- Assisted students with computer and program related questions
- Performed basic computer maintenance
- Checked equipment in and out of the Technology Department

## VOLUNTEER EXPERIENCE:
**The Westside Community Center**, Minneapolis, MN          04/15-Present
Tutor
- Assisted students with homework, software, and technical questions
- Collaborated with a group of four tutors to meet the needs of 30-40 students in the program

# Hybrid Functional/Chronological Sample Resume
*For alumni with work experience.*

## ANITA JOB
**Graphic Designer**

612.123.4567 • anitajob@gmail.com • anitajob.com

**OBJECTIVE:**     A position utilizing creative and technical design skills

**QUALIFICATIONS:**     Strong understanding of software including After Effects, Illustrator, InDesign, Photoshop, Premiere Pro and Maya
Able to work in Lingo, HTML, and Javascript

**EDUCATION:**     **Minneapolis College of Art and Design**, Minneapolis, MN
Bachelor of Fine Arts in Graphic Design, GPA: 3.7
Graduated May 2015

Software Knowledge and Skills:
- Experience importing and exporting various data types from one application to another, including vector, bitmap, 3D wiremesh, digital audio and video
- Completed multimedia presentations using desktop publishing, scanned images, computer graphics, and animation
- Ability to organize, transfer, store, convert, recognize, and manage digital files
- Proficient in the Adobe Creative Suite, including Photoshop, InDesign, and Illustrator
- Assembled interactive web sites utilizing hypertext

Creative Skills:
- Experience with logo design
- Skilled in layout design
- Effective at utilizing appealing typography

**WORK EXPERIENCE:**     **XYZ Graphics**, Minneapolis, MN                06/15-Present
Web Designer/Developer
Contributed to client's brand development by designing internal marketing campaign, utilized Photoshop, InDesign, and Adobe Illustrator.

**Signs by Design**, Minneapolis, MN                10/11-09/13
Customer Service
Assisted customers with copy and sign needs, performed basic maintenance on copiers and computers.

# Functional Sample Resume

*For an experienced professional who may have had different careers or multiple positions in coinciding job descriptions.*

# Anita Job

612-123-4567 | anitajob@gmail.com | anitajob.com

## SUMMARY:

Results oriented manager with a history of implementing innovative and creative design strategies. Demonstrated ability to manage personnel and budgets, achieving high level of client satisfaction, and reaching goals and objectives.

## ACHIEVEMENTS:

### Sales
- Generated $1,750,000 in sales within 12 months, surpassing previous 12 month period by 20%
- Serviced accounts of $500,000 to $1,000,000, contributing to company-wide revenue of 15% to 30% annually
- Achieved invitations to Top Performers Club for three consecutive years
- Recaptured two major design accounts from competitors, resulting in an annual revenue increase of $750,000

### Marketing
- Successfully opened new territory in the Northwestern United States, adding 15% to company gross sales in the first year
- Selected as the first National Account Representative for government contracts, resulting in the establishment of a new client base for the company
- Proposed and implemented cost-effective service program for government accounts, contributing to the lowest cost per customer in the company's history

### Management
- Hired and managed a design team of six and lowered attrition rates with appropriate employee selection
- Effectively managed a departmental budget of $975,000

## EDUCATION:

**Minneapolis College of Art and Design**, Minneapolis, MN          May 2009
Bachelor of Science Degree in Entrepreneurial Studies

## PROFESSIONAL EMPLOYMENT:

**Creative Manager**, Smithson & Associates, Minneapolis, MN          2009-2012
**Marketing Manager**, Realia-world, Inc., St. Paul, MN          2012-2015
**Account Executive**, Bradshaw, Ridge, and Wells, LLC, Edina, MN   2015-2017

# Hybrid Functional/Chronological Sample Resume
*For alumni with work experience.*

# Anita Job

anitajob@gmail.com
anitajob.com
612-555-1234

**PROFILE**  Photographer and stylist with outstanding organizational and creative skills. Able to work in both a studio and location setting with a complex understanding of set construction and product/model styling.

**EDUCATION**  Minneapolis College of Art and Design, Minneapolis, MN                    May 2010
Bachelor of Fine Arts in Photography
GPA: 3.8

**SKILLS**

| | | |
|---|---|---|
| Photography | Set Construction | Studio Organization |
| Photography Assisting | Photography Styling | Purchase Order Tracking |
| Scanning Images | Location Scouting | Scheduling |
| Digital Archiving | Prop Selection | |

**SOFTWARE**  Photoshop          **CAMERAS**   16mm
InDesign                        Canon DSLR
Illustrator                     Large Format
Lightroom                       Sony RED

**PROFESSIONAL EXPERIENCE**

*Photographer/Data Collector*
**E – Biz Autos**
Minneapolis, MN
June 2013 – Present

- Complete set-up, styling, and shooting of twenty automobiles on a daily basis.
- Prepare images to be uploaded to dealership websites as well as create an image archive.
- Produce inventory labels to be placed on automobile for identification purposes.

*Photographer/Administrative Assistant*
**Clear Channel**
Minneapolis, MN
April 2011 – Present

- Follow advertising plans to photograph client billboards to confirm outdoor advertising placement.
- Prepare power-point slides for sales staff.
- Produce mileage reports and maintain records.
- Provide administrative support to the creative department.

*Freelance Photography Assistant*
Saint Paul, MN
January 2010 – March 2011

- Assisted on photo shoots for: Bass Pro Shops, Fossil, Neiman Marcus, Mueller Steel, Monkee Funk Clothing, Field & Stream, and Ducks Unlimited.
- Assisted lead photographer in all aspects of both location and studio shoots.
- Assisted in set-up and styling of the photo shoot.
- Ensured that the necessary props, products, and models were ready when needed.
- Organized and packed all equipment and props.