

The Resume

Career Development

Room M120

Monday–Friday: 7:30 a.m.–3:30 p.m.

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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 more experienced professionals 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. Name should be bold.

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”, 24 lb 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, bindings, 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

Accept
Activate
Approve
Authorize
Decide
Render
Require
Solve
Terminate
Test

MANAGEMENT

Adjudicative
Analyze
Anticipate
Approve
Direct
Establish
Evaluate
Execute
Manage
Meet
Organize
Plan

CHANGES

Activate
Compare
Create
Design
Establish
Improve
Make
Modify
Stimulate
Upgrade

STAFF

Appraise
Discharge
Employ
Handle
Interview
Promote
Recruit
Screen
Seek
Select
Train
Transfer

SUPERVISION

Adhere
Assess
Assign
Counsel
Define
Delegate
Demonstrate
Develop
Encourage
Exercise
Foster
Manage
Meet
Participate
Report
Request
Supervise

ADMINISTRATION

Administer
Engage
Furnish
Insure
Justify
Process
Procure
Purchase
Receive
Reclaim
Reject
Requisition
Secure
Ship
Store
Supply

RESEARCH

Analyze
Compile
Define
Determine
Develop
Evaluate
Identify
Investigate
Prepare
Propose
Recommend
Research
Review
Submit

PLANNING & CONTROL

Acquire
Allocate
Assume
Control
Extend
Forecast
Formulate
Measure
Monitor
Plan
Progress
Schedule

HELPING

Arrange
Assist
Contribute
Counsel
Give
Guide
Initiate
Serve
Solve

COMMUNICATION

Contact
Critique
Declare
Display
Inform
Interpret
Issue
Speak
Testify
Write

EXTERNAL ACTIVITIES

Cooperate
Coordinate
Negotiate
Publicize
Represent
Strengthen

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

612-555-5555
Johndoe1@gmail.com
Johndoe.com

General Format 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.

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.

What is an Objective/Profile/Summary Statement?

These statements are not about what you want. They emphasize what you can do for the employer. In other words, what skills, talents, knowledge, and abilities will you bring to the organization? You may write a general statement initially. However, the statement on your resume should be specific to the job description. Here are some tips on writing a good objective/profile/summary statement:

- Verb driven
- Powerful and compelling
- Create value for the employer
- Statement of how your skills are a match for the position
- Edited or rewritten for every job to which you apply
- Choose key words from the job description
- Brief and to the point
- What differentiates you from the competition?

Scenario: You are a graphic designer applying for an entry level position at XYZ Graphics. They are seeking a designer who is proficient in the Adobe Creative Suite, 0-2 years' experience, and a creative talent to develop a new logo.

Poor example: I want a position where I can use my creative skills in graphic design to gain experience in the industry.

This example describes what the applicant wants and fails as an objective statement. The employer has no interest in what you want. They want to know what you can do for them. In other words, how will you benefit their organization?

Better example: Experienced designer specializing in logo design. Seeking a position in graphic design to utilize skills in Photoshop, InDesign, and Illustrator that can be used to support creativity.

This is a good example of how the applicant's skills are a good fit with what the employer is looking for. Effective statements show the skills that you have which are desirable to the employer.

Samples

PHOTOGRAPHY: Talented photographer with lighting and darkroom experience and dealing with customers and staff at all levels. Served customers with diverse backgrounds. Possess special expertise in wedding photography. Experienced working with senior portraits, graduations, and birthday parties.

GRAPHIC DESIGN: Utilizing creative and technical skills in a position that includes work in typography, package design, layout design, advertising, idea generation, brand identities, and web and mobile mock-ups.

ANIMATION: To work with a dedicated animation team. Applying my artistic and design skills with an eye for detail to assist a company in producing a top-quality product.

Objective/Profile/Summary FAQ

Do I need an Objective, Profile, or Summary?

These are all options for the first section. Your level of experience will dictate which you select.

SKILLS

List all software programs, specialized equipment, and/or artistic mediums that you feel comfortable utilizing at a professional level, and also list all the things you can do with said programs/equipment/mediums. Separate into the appropriate types of skills (e.g. design vs. software).

Samples

Design Skills

- 2D Animation
- GIFs
- Kinetic Typography
- Logo Design
- Video Production

Software

- After Effects
- Google Suite
- InDesign
- Mac OS X
- Premiere Pro

Skills FAQs

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?

Contact Career Development and make an appointment. The office can provide you with information about skills related to your major and work with you individually to determine your skill set.

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
Job Title

Month/Year – Present

- Bulleted list of duties/tasks performed OR phrases separated by commas

Samples

Carlyle Studios, Minneapolis, MN
Design Department

September – December 2016

- Assisted lead photographer with photography of events
- Worked on photo retouching
- Exposed to client relations and sales techniques

ABC Graphics, Minneapolis, MN
Freelance Designer

October 2015

Developed new menu concept for fine dining restaurant, refreshed logo, created graphics for social media.

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

Work 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 work 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/recent graduates

ANITA JOB

612.123.4567
anitajob@gmail.com
anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN Expected Grad. May 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

Software

- After Effects
- Bridge
- Illustrator
- InDesign
- Microsoft Office Suite
- Lightroom
- Photoshop

Design

- Branding
- Composition
- Image Manipulation
- Layout
- Logo Design
- Publication Design (Print/Digital)
- Typography

EXPERIENCE

Mad Designs, St. Paul, MN June 2016-Present
Graphic Design Assistant

- Design logo for company letterhead and promotional advertising
- Assist lead designer with the creation of full color covers for magazine issues
- Create effective page layouts
- Digitally edit photos and manipulate images

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
- Provided exceptional customer service in a high-paced environment

EXHIBITIONS

Gallery 322 Collaborative, Minneapolis, MN 2017-2018
Full Frame, Minneapolis, MN 2016-2017

Chronological Sample Resume

For current students/recent graduates

ANITA JOB

612.123.4567 • anitajob@gmail.com • anitajob.com

OBJECTIVE

A position utilizing creative and technical design skills combined with multimedia ability which contributes to the productivity of the organization.

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN

05/16

Bachelor of Science in Entrepreneurial Studies

Minor in Teaching Artist

SKILLS

Software:

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

Systems:

- Windows OS
- Mac OSX

Languages:

- HTML/CSS
- Javascript

Professional:

- Advertising/Communications
- Equipment Maintenance
- Digital Color Theory
- Design Thinking
- Forecasting
- Marketing
- Project Management
- Research/Data Analysis
- Systems Thinking
- Technical Troubleshooting
- Web Development
- UX/UI

EXPERIENCE

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

The Westside Community Center, Minneapolis, MN

04/15-Present

Tutor

- Assist students with homework, software, and technical questions
- Collaborate 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

Seeking a position utilizing extensive array of creative and technical design skills

QUALIFICATIONS

Software Knowledge and Skills:

- Experience importing and exporting data, including vector, bitmap, 3D wiremesh, digital audio and video
- Completing multimedia presentations using desktop publishing, scanned images, computer graphics, and animations
- Ability to organize, transfer, store, convert, recognize, and manage digital files
- Proficient in media development via the Adobe Creative Suite, including Photoshop, InDesign, Illustrator, and After Effects
- Assembly of interactive web sites utilizing HTML/CSS and Wordpress

Creative Skills:

- Extensive experience with logo design
- Skilled in layout design and composition
- Effective at utilizing appealing typography
- Proficient in photo/image editing and manipulation
- Shooting digital photography

EXPERIENCE

XYZ Graphics, Minneapolis, MN

6/15-Present

Web Designer/Developer

Contribute to client's brand development by designing internal marketing campaign, utilize Photoshop, InDesign, and Adobe Illustrator to create visual media, design and develop Wordpress websites

Signs by Design, Minneapolis, MN

10/11-9/13

Customer Service Representative

Assisted customers with copy and sign needs, performed basic maintenance on copiers and computers, completed customer projects prior to established deadlines,

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN 5/15

Bachelor of Fine Arts in Graphic Design

Minor in Art History

GPA: 3.7

Dean's List 2012-2015

Functional Sample Resume

For an experienced professional who may have had different careers or multiple positions with 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 while reaching or exceeding 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
- Mentored two mid-level associates, leading to promotions to senior designer status
- Effectively managed a departmental budget of \$975,000

PROFESSIONAL EMPLOYMENT

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

EDUCATION

Minneapolis College of Art and Design , Minneapolis, MN	May 2009
Bachelor of Science in Entrepreneurial Studies	
Minor in Advertising	
Merit Scholarship Recipient 2007-2008	

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 InDesign Illustrator Lightroom

EQUIPMENT 16mm Canon DSLR Large Format 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.