The Resume

Career Development

Room M120
Appointments Available Upon Request
careers@mcad.edu

Becky Bates
Director of Career Development
bbates268@mcad.edu
612.874.3796

Sam Wencl
Senior Career Development Advisor
swencl@mcad.edu
612.874.3840

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CAD**

Standard Resume, Artist Resume, or CV?

When responding to an opportunity posting, it is important to assess the specifics of the opportunity in order to determine which resume format should be utilized. Depending on the type of opportunity, one of three distinct documents would be submitted:

- A standard resume
- An artist resume
- A CV (curriculum vitae)

Postings may not specify which of these three different types of documents they are requesting. The job posting may request 'a resume' without specifying further. Because of this lack of specificity (or the possible misutilization of document titles within the posting), it is the applicant's responsibility to closely review all of the information within the posting and ensure a document appropriate for the role is submitted. If you are ever unsure which document to submit, connect with Career Development.

The table below outlines the differences between these three types of documents and should be used to identify which to include within each application.

STANDARD RESUME	ARTIST RESUME	CV (CURRICULUM VITAE)
- Generally, this is the type of document being requested when a posting requests a resume; they won't include 'standard' in the title. - Sometimes referred to as a CV in the US, but that is incorrect unless the employer is overseas, as some countries use the term CV for both actual CVs and standard resumes - Used for applications for jobs and internships - The most commonly requested (and expected) professional document - Concise, targeted summary of professional skills and experiences - Tailored to each job opportunity - Limited to one page (<u>may</u> be up to two for those who have 10-15+ years of experience) - Includes all roles held within targeted time frame, both non-field-related and relevant to art and design (part-time and non-art roles must still be included <u>if</u> they occur within the time frame presented on	- Sometimes called Artist CV; often just called a resume - Used for exhibitions, RFQs, RFPs, gallery/museum/art venue submissions, grant applications, residency/fellowship applications - Not used to apply for jobs/internships, even if art/design related - Targeted summary highlighting your artistic accomplishments, exhibitions, education/training, art instruction experience, art-related work experience, publications (including collaborative works) - One to two pages maximum; one is greatly preferred - Excludes non-art-related work history - Sections within an artist resume can include: - Education - Experience (art-	- Consistently referred to as a CV and is not known by any other name - Used in academia for applications to teaching positions, especially at a college level - Fully comprehensive and extensive record of entire academic and professional history - No page limit: the more experience you possess, the lengthier the document - No information is excluded - Information should not be removed; it is an ongoing list which is continuously expanding as education grows and professional experiences occur and are added - Includes all content sections necessitated by your academic and professional background: if you have an entry for it, you need to add the section - Refer to the [College Art Association's Visual Artist Curriculum Vitae:](#)

the resume) • Usually limited to specific content sections: Summary/Profile, Education (College-Level only), Skills, Experience (work history with details highlighting your usage/application of relevant skills, as well as any positive outcomes stemming from it) • May include additional content sections as-applicable (and if they are relevant to a specific job): Volunteer Experience, Professional Associations, Additional Employment, Exhibitions/Publications	related jobs/internships only; not as detailed as a standard resume) ○ Exhibitions (might be split into Solo, Two-Person, and/or Group Exhibitions and listed separately or grouped together depending on number of associated exhibitions) ○ Publications ○ Bibliography ○ Collections (notable only, exclude family/friends) ○ Residencies/Fellowships/ Awards/Grants (can be grouped together or included as separate sections as-needed) ○ Teaching Experience (art-related only) ○ Lectures/Panels/Artist Talks ○ Commissions ○ Exhibitions Curated	[Recommended Conventions](#) guide for more information regarding content sections and formatting.

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 limited 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 (known as 'wraparound').

Functional

A functional resume focuses on your skills, experience, and accumulated professional accomplishments 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.

Best Practices: Master Copy

When writing and updating a resume, keep a master draft which retains your entire professional and educational history. This master draft is only for reference purposes and should not be used for applications. It provides you with a record of information and content entries from which you may quickly select the most relevant and useful information when drafting or augmenting a resume for a particular opportunity in the future. Be sure to keep this copy updated and accurate, as this will save you time later!

Overview: Style, Formatting, Organization, Visuals

When reviewed by a human, resumes are usually briefly visually scanned (for around three to seven seconds) during the initial screening process. Because of this, they must be clear, concise, easy to read, and targeted towards the opportunity. You can achieve this goal within your resume by adhering to the guidelines within this document and keeping in mind that, ultimately, all decisions surrounding style, formatting, organization, and visuals should be influenced by the target position.

Typefaces:
Serif typefaces such as Times New Roman, Garamond, or Georgia are generally considered to be easier to read in print. Conversely, sans serif typefaces such as Arial, Helvetica, and Verdana are accepted to be easier to read online and in digital formats. With that said, because resume text must be clear and legible in both digital and printed forms, there is no singularly correct or one-size-fits-all typeface choice, and you may encounter conflicting opinions regarding serif versus sans serif typefaces for resumes.

You should select a typeface which is simple and easy to read; avoid anything complicated, distracting, or potentially difficult to read. Selecting a typeface, whether serif or sans serif, with easily distinguishable italics, bolding, and capitalization will make it easier to differentiate different types of information within your resume. Your selected typeface should be used consistently throughout the document. Be simple and clear, and if you have defined elements from your own, pre-established personal branding, you may incorporate them in a limited capacity.

Application of Fonts:
You may use different point sizes, bolding, capitalization, italics, and/or combinations of these for different types of information throughout the document. Use these different options thoughtfully and consistently in order to introduce and then maintain a hierarchy that clearly differentiates types of information within entries in an orderly manner throughout the entire document. Your name should be the largest point size on the page, but besides that, you may use font choices in whichever manner you feel clearly displays the content. For example (as shown in the artist resume example within this guide), your content section headers could be

capitalized *and* bolded, colleges/venues/organizations/awarding entities could be bolded, and exhibition name/degrees/residencies/awards/art roles could all be italicized.

Overall, be consistent with your application of font choices for different types of information throughout the entire document. If you decide to bold institutions/organizations within the document, make sure each one is bolded. If you opt to italicize degrees earned and coursework completed, ensure every such entry is consistently italicized.

Margins:
Adhering to a standard 8.5 x 11 page, right and left margins of at least 0.5 in. should be featured, with 1 in. being preferred. Top and bottom margin heights may vary between different resumes, but their height should match within the same document.

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: if you are no longer employed at a particular entry, use past tense.

Leave out irrelevant personal information. You may be very proud of your club membership, hobby, or political affiliation, but unless your personal information is directly 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 details associated with entries in your Experience section. Alternatively, describe them in concise verb phrases separated by commas in a 'wraparound' format.

Use action verbs (especially words featured in the position description). Overall, mirror language used in the position description when appropriate (but never copy-paste from the job posting).

Overview: Applicant Tracking Systems (ATS) and AI

While most employers utilize some sort of ATS (sometimes referred to as recognition software or, colloquially, application portals) throughout their hiring processes, it's important for job seekers to understand its roles and limitations throughout said processes. In general, it is primarily a digital sorting/filing system for received applications which is used to streamline and speed up the screening process for HR: at this time, a human will usually still see your resume at some point, and final hiring decisions are still being made by humans (even if the final group of applicants presented to them may have been screened, ranked, or even selected by machine, whether.

ATS platforms are pre-configured by the employer, and can scan text and extract keywords identified as 'required' by the employer. They can flag text matches between each resume and the job posting and 'shortlist' the resumes which feature enough of them, and they can also organize resumes and make them searchable.

The sophistication of any one ATS platform, as well as its particular level of AI integration, varies greatly: some can assess the potential suitability of an applicant based on the amount of

keyword matches it identifies, allowing it to rank filtered applications as well as auto-reject due to insufficient matches or the applicant's answers to 'knockout' questions. Most platforms are capable of filtering applications to some degree, sorting them so potentially 'good fits' can proceed to be reviewed by a human. Some of the more AI-heavy platforms can even assess alignment with the company's stated needs by evaluating the resume's text in a more comprehensive fashion.

As AI capabilities expand, the number of ATS platforms featuring increased AI automation functionalities and lessened human involvement will likely grow, meaning more employers will rely on the system's AI abilities at some stage in the recruitment process. [However, as of 2025, the percentage of employers who rely upon AI/machines to manage and facilitate their entire hiring process, inclusive of making the final hiring decisions, remains relatively small](#).

Some prominent names in ATS are: Taleo, Greenhouse, WorkDay, ICIMS, Successfactors, Brassring, Lever, Jobvite, Workable, BambooHR

Best Practices: Applicant Tracking Systems (ATS) and AI

Although each employer may use a different ATS platform to handle their applications, meaning that the processes, algorithms, and criteria your resume may have to contend with can vary greatly, some resume writing practices are universally beneficial and should be adhered to regardless of the platform you encounter.

- Keep your resume formatting simple and transmit it using the correct file type
  - Overall, focus on being concise and targeted
  - Use industry-standard terminology for your section headers, as well as the most commonly-used and industry-recognized keywords for your skills
  - Send your resume as a PDF
  - Avoid including software program logos, skill-level gauges, or images (besides a basic header graphic and/or your own brand logo, if desired)
- Use the correct keywords and be sure to run a spell check (and a grammar check, if possible!)
  - Identify the specific skills and position requirements listed in the job description, and employ the same terms when describing your skills and work experience
  - Do not overstuff with buzzwords, use overly 'fancy' or 'creative' language or phrases, or copy/paste the job posting into your resume, either in full or in part
  - Be sure to spell out words and terms, avoiding abbreviations

Resume Do's and Don'ts

DO

- ✓ List the correct title of your degree. Ex: "Bachelor of Science in Creative Entrepreneurship", 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.
- ✓ Keep content relevant to the job and related field. Clearly communicate your purpose and value to employers.
- ✓ Emphasize your skills (design, software, equipment).
- ✓ Be selective with your qualifications, tailor to match the job description.
- ✓ Include employment-related accomplishments.
- ✓ Include anticipated graduation date within education section and your GPA if it is 3.5 or higher.
- ✓ List job details 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.
- ✓ Save the document as a PDF with a clearly labeled file name which includes your first and last name.
- ✓ Use 8 1/2" x 11", 24 lb paper if printed.

DON'T

- ✗ No first person: 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 (or multiple) typefaces, bindings, or papers. Readability should be the number one goal.
- ✗ Do not use a color background, and keep the application of color fonts and visual design elements to a minimum.
- ✗ Do NOT include any sort of photograph/likeness of yourself (including self-portraits) or any personal information such as height, weight, family status, or religious/political affiliation.
- ✗ Avoid statements you cannot prove/substantiate. Be truthful.
- ✗ Do not include a "personal" section or mention hobbies, interests, or activities (or the like) unless they are directly relevant to the position/company to 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 and a remnant of the past. Leave it off if you are applying outside of your geographic area, as this would not help your candidacy.

Can I link to my professional website?
These days, linking to your professional portfolio website (for those in the art and design sector) and/or your LinkedIn profile (for those in other sectors) is so common that it is basically essential. Make sure that the link is functional and the website is professional in appearance, easy to navigate, devoid of outdated or inaccurate information/spelling errors/dead links, and features work and content which has been specifically curated for review by potential employers. Ideally, your URL (as well as your professional email address) should feature some variation of your first and last name. Avoid URLs which are overly creative (such as nicknames/online handles/slang/anything which comes off as 'online' or 'silly') or difficult to spell/pronounce, as these can be viewed as unprofessional and will negatively impact your credibility, professional image, and employment opportunities.

Can I use my personal branding?
Yes, you may include branded typefaces and color schemes as long as they are simple and do not distract from the text.

Can I include a logo?
Yes, if it matches your existing personal branding. Consider incorporating it as a header or banner. Always ensure that your graphics do not dominate the page, but rather complement the overall layout of the document. Remember, your portfolio will convey your artistic abilities, the

point of the resume is to convey your relevant skills, abilities, and experiences to the reader via text, not images/visual design elements.

Can I use color?
Yes, as long as it is applied minimally and is not distracting. Color should only be used to distinguish certain elements/information, or as part of a logo or banner. Ensure any colors used are bold and therefore easy to see. Avoid neons, pastels, or color backgrounds. These are all difficult to see, can potentially make text illegible, and can complicate printing. Keep your document accessible to any and all potential readers.

What is a Profile/Summary/Objective Statement?

This section is the first one on the page after your contact information, and its overall function is to draw in the reader by clearly highlighting the most marketable things about you as a candidate. The statements in this section 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 each final version of your resume should be specific to the job description. Here are some tips on writing a good profile/summary/objective statement:

- Employs powerful and compelling keywords which display your professional value to the employer
- Statement of how your skills/experience/qualifications are a match for the position
- Edited or rewritten for every job to which you apply
- Choose key words from the job description and ensure you highlight two-three of your most marketable skills which align with those requirements
- Brief and to the point
- What differentiates you from the competition?

Objective:
An Objective section used to be the default. However, conventions in resume writing have shifted, and now it is the general consensus among resume writers (and employers) that an Objective section makes the resume appear dated. These days, an Objective section should only be chosen over a Profile or Summary under specific circumstances, such as to provide a rationale for changing fields.

Objective sections generally include the terms 'seeking to', 'seeking a position in', 'pursuing a role in', 'aiming to', or similar.

Scenario: You have worked in graphic design for five years, but recently received a Master of Arts in Graphic and Web Design degree and want to apply your new skills in the field of UX/UI and web design, so you are applying for an entry level position at XYZ Web Design. They are seeking a designer who is proficient in HTML/CSS, UX/UI, and the Adobe Creative Suite, possesses 0-2 years' experience, and is talented at crafting icons and motion graphics.

Poor example: I want a position where I can use my new creative skills in web and user experience 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 hiring you benefit their organization?

Better example: Knowledgeable and productive design professional with over five years of experience in graphic design seeking to apply proven abilities in the utilization of the Adobe Creative Suite alongside newly developed, specialized skill set in the field of UX/UI and web design. Pursuing a position in web design to utilize proficiency in HTML/CSS and talent for icon design and motion graphics creation.

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.

Summary/Profile:
These two sections are identical in structure, so you may title this section using either word. Rather than explaining how you intend to use your relevant skills for the betterment of the company as you would in an Objective section, a Summary/Profile section uses just a few keyword-focused sentences to emphasize the 2-4 most marketable (and relevant to the job) skills/experiences you possess. Refer to the required skills/necessary qualifications listed in the job posting, as these will inform you which of your key skills should be featured.

Examples

PHOTOGRAPHY (Summary/Profile): Talented photographer with lighting and darkroom experience adept at interfacing with customers and staff at all levels. Possesses special expertise in wedding photography as well as extensive experience shooting senior portraits and on-site documentary photography using DSLR cameras.

GRAPHIC DESIGN (Summary/Profile): Innovative visual designer capable of utilizing extensive creative abilities within the Adobe Creative Suite to ideate and generate captivating and impactful visuals. Proficient at designing for both digital and print, including package design, logos, layouts, and marketing materials. Passionate about producing work which exceeds expectations and effectively communicates desired messages while aligning with existing client identity.

ANIMATION (Summary/Profile): Imaginative 2D/3D animator committed to working collaboratively as part of a dedicated team which generates visually striking and impactful creations. Adept at applying extensive artistic and design skills alongside an eye for detail to consistently produce top-quality products.

Profile/Summary/Objective FAQ

Do I need an Profile/Summary/Objective section at all?
This entire section is optional, but including it is a great opportunity to make an immediate and positive impact on the reader by appearing at the very top of the page in a high-visibility part of the document.

SKILLS

This section is one of the most important ones in a resume, as it identifies which specific abilities you are able to perform for the employer. The skills listed and the keywords used should be as relevant to the job description/posting as possible. Keep in mind that you can add any transferable non-art-related professional skills (such as administrative or managerial skills) to this section within their own column if they are directly relevant to the targeted job and are mentioned in the posting.

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).

When considering what to add, think about which software programs and tools (both physical and digital) you can utilize at a professional level. Then, consider the particular abilities/tasks you can perform with those tools. For example, if you include Photoshop in the Software (or Tools or Equipment) section, consider what you can do within that program. This might include things like photo editing/retouching, digital illustration, vector art, logo design, poster design, layouts, publication design, image manipulation, etc.

Remember, whenever you include something within a resume, you open it up to further scrutiny. Therefore, if you list a skill or software program within this section, make sure you can substantiate its inclusion by featuring work within your portfolio that displays your ability to perform said skill or use said software. In short, the skills must able to be supported by evidence, if necessary.

'Only 'hard' skills are featured in this section. You may format this section using either a primary Skills header followed by secondary subheaders describing the specific bullet categories, or by employing two primary headers (ex. Skills and Software*) and no subheaders.

Sample: Formatting the Skills Section

Option 1: Primary header with specific subheaders

SKILLS

Design
- Layouts
- GIFs
- Typography
- Logo Design
- Motion Graphics
- Video Production/Editing

Software
- After Effects
- Illustrator
- InDesign
- Lightroom
- Photoshop
- Premiere Pro

Option 2: Two primary headers with no subheaders

SKILLS
- Layouts

SOFTWARE
- After Effects

- GIFs
- Typography
- Logo Design
- Motion Graphics
- Video Production/Editing
- Illustrator
- InDesign
- Lightroom
- Photoshop
- Premiere Pro

Hard vs. Soft Skills

These two types of skills are equally important. Employers often ask for a mix of both hard and soft skill within the duties and qualifications sections of job postings. You need to be able to identify which is which and include them within the right place in the right document.

Hard Skills

- 'What you do'
- Abilities that can be easily measured: quantifiable and demonstrable
- After performing a hard skill, you can display the result, either visually (via a piece in your portfolio) or verbally (you can describe a specific instance of exercising said ability)
- Associated with doing a task or using a tool
- Can be broad or specific depending on the target job, i.e. 'Illustration' vs. 'Digital/Traditional Illustration', 'Book Cover Illustration'
- Listed within Skills section

Soft Skills

- 'How you do it'
- Difficult to gauge: cannot be directly displayed or measured, nebulous
- Behavioral and/or interpersonal traits and qualities which are shown by how you approach and perform tasks as well as interact with others
- Not featured in skills section: woven into details of Experience entries, oftentimes as adverb phrases, as well as mentioned within cover letters

Examples: Hard Skills

This type of skill should be specifically featured within the Skills section.

Skills
- Layout Design
- Conceptual Art
- Digital/Traditional Illustration
- Typography
- DSLR Camera Operation
- 3D Modeling
- Risographs
- Digital Video Editing
- Lighting Design/Setup
- Storyboarding
- Thumbnails
- Oil/Acrylic Painting
- Pre-/Post-Production
- Research/Analysis

Software/Code/Equipment/Tools*
- Photoshop
- Illustrator
- InDesign
- MS Office
- Maya
- ToonBoom Harmony
- HTML/CSS
- Wood Lathes

*The title of this section will depend on its content. Consider what category of tools you use use when exercising the abilities listed in the Skills section

Examples: Soft Skills

This type of skill should not be featured within the Skills section. However, this doesn't mean you shouldn't mention the ones you possess (if they are relevant and specifically referenced within the target job posting) in other areas of the resume (by weaving them into the Experience entries, oftentimes as adverb phrases) and within your cover letter.

Skills

- Accuracy
- Adaptability
- Autonomy
- Collaboration
- Communication*
- Coping Under Pressure
- Critical Thinking
- Decision Making
- Detail Orientation
- Empathy
- Flexibility
- Leadership
- Multitasking
- Organization*
- Patience
- Positivity
- Prioritization
- Professionalism
- Self-Direction
- Teamwork
- Time Management

*When associated with a specific thing, these can shift to hard skills, i.e. Internal/External Communications, Digital File Organization, because you can quantify these.

Transferable Skills

Transferable skills are those which are not attached to a singular field of study and are not limited to one professional role. Instead, they can be utilized in many different positions. These skills can initially be developed in a variety of non-design roles, but are often beneficial to have later on in design-focused positions.

Depending on the skill, transferable skills can be widely applicable or even universal. They contribute not only to your success, but to the success of a team and an organization, as well as increase positive outcomes for internal and external clients. Developing these skills allows you to leverage and utilize them in a variety of situations when necessary. Your ability to demonstrate your relevant transferable skills in a resume, and later on in an interview, can be an important key to success.

Examples: Transferable Skills

Keep in mind that while essentially all 'soft' skills are considered transferable because they are demonstrated through your workplace behavior and professional comportment, only transferable 'hard' skills which are relevant to the target role should be included in a Skills section.

Transferable skills are often initially developed by working non-field-related roles such as retail or food service part-time positions, holding club or volunteer roles, or even by participating in class projects or assignments.

Server/Barista
- De-escalation
- Equipment Maintenance
- Inventory Management
- Numeracy
- POS Utilization
- Product Sales

Retail Store Keyholder
- Conflict Resolution
- Customer Service
- Product Sales
- Scheduling
- Staff Management
- Task Delegation

Administrative Assistant
- CRM Software Utilization
- Data Entry
- File/Record Management
- Internal/External Communications
- Report Generation
- Supply Orders

Skills FAQs

What skills should I *not* list on my resume?
Do not include soft skills within the Skills section of your resume. Soft skills such as "collaboration", "multi-tasking", "team player", "motivated", "active listener", "critical thinker" DO NOT belong within the list of abilities presented on your resume. Instead, your soft skills will be reflected within your cover letter and will be displayed through your conduct and behavior during an interview. Essentially, soft skills are expected of every professional, and they, therefore, do not need to be specifically listed within a resume.

What should I do if I'm having trouble identifying the hard skills that I possess?
Contact Career Development and make an appointment. The office can provide you with information about skills related to your major (and minor) and work with you individually to determine your skill set.

EDUCATION

List all of the colleges/universities/institutes of higher education that you have attended, starting with the most recent/current. All high school information should be excluded.

Your GPA should be listed if it is a 3.5 or above. If it is lower that 3.5, exclude it.

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 the degree, and double check that the name of the degree matches your diploma/transcript.

Add your major after degree (i.e. Bachelor of Fine Arts in Animation). List minors as well if they are beneficial.

The Education section should be the first (or second, if a Summary/Profile section is included) one featured on the resume of a current student or recent graduate. After accruing a few years of professional experience and building up your work history, you may move the Education section to the bottom of the resume. This is because, at that stage, your Experience section and the real-world application of skills presented within it will be more impactful to an employer than your educational history.

Samples

Reflects graduation:

Minneapolis College of Art and Design, Minneapolis, MN   May 2023
Bachelor of Fine Arts in Illustration
GPA 3.8

Reflects coursework but not graduation (i.e., transferring):

The University of Minnesota, Minneapolis, MN   August 2021-May 2022
Bachelor of Fine Arts – Photography

Education FAQs

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 "Will Eisner Sequential Art Scholarship" or "Dean's List (Semester Year)", you should add it underneath the school's name, or on the same line as your GPA. Keep in mind that only merit-based awards/scholarships should be entered; no need-based grants or automatic scholarships should be featured, as these are not awarded on the basis of exceptional skill or the individual's quality of work.

EXPERIENCE

List your professional experiences, including full-time jobs, part-time jobs, and internships (both paid and unpaid internships should be included, as they represent experience within the professional sphere). If you have done any freelance/contract work, you can include it as a standalone entry (examples of this are presented within the resume samples at the end of this guide).

Generally, as current students or recent alumni, your resume will be in chronological order, with the most recent experience listed first/at the top. Any role which you currently hold should be at the top.

Describe your experience associated with the role by detailing what you did in each role and the manner in which you performed your duties. If your actions resulted in any specific positive outcomes, include those results.

Company Name, City, State   Month/Year – Present
Job Title
- Sequential, bulleted list of duties and description of tasks performed OR multiple phrases separated by commas (no bullets used).

Samples

Carlyle Studios, Minneapolis, MN   September 2021 – December 2023
Design Department Associate
- Assisted lead photographer with shooting digital event photography on location using DSLR cameras
- Edited and retouched digital photos within Photoshop, ensuring all assigned files were completed prior to project deadlines
- Effectively maintained positive client relations and consistently applied sales techniques, resulting in 15% increase in client pool within the first six months of employment

ABC Graphics, Minneapolis, MN   10/2019 – 11/2023
Junior Designer
Ideated and designed custom graphic assets within Photoshop, Illustrator, and InDesign for clients in alignment with their specifications, both independently and as part of a collaborative team. Designs included logos, brand identities, vector illustrations, and graphics for use in printed media and online.

Freelance Studio, St. Paul, MN   Oct. 2018 – Present
Independent Web Designer
- Develop visually appealing and easily-navigable web pages for various companies in the metro Twin Cities area using WordPress, with a focus on generating fully-customized digital graphics and intuitive interface design.
- Employ expertise in the Adobe Creative Suite to craft icons which align with existing brand identities, in addition to providing ongoing front-end updates to client websites on a commission-basis.

Experience FAQs

Is it okay to include non-field related jobs?
Yes, in fact, you should! It is important to demonstrate that you have an established work ethic; employers don't want to have to teach someone baseline information about how to have a job! You may also list transferrable work skills via the tasks performed, as many abilities are applicable across sectors. Most importantly, all paid roles within the time frame presented on the resume must be listed somewhere within the document.

If you need to list multiple roles within the presented time frame but either don't have the space to include each and every entry, and/or the roles are simply not relevant enough to feature, you may include them within an Additional Employment section.

Can I list volunteer work?
Yes, but this would generally be included within its own section. Alternatively, if you only have one (relevant) volunteer entry, you can rename this section to "Relevant Experience" and include it as another employment listing.

Can I list military service?
Yes, either in its own section or as another job entry within the Experience section.

What if I have never had a job, art and design-related or not, and have never done any freelancing?
If you have never held any positions in which you utilized the 'hard' skills included in your Skills section, you may consider featuring a Notable Projects section in lieu of an Experience section. This section can include descriptions of either self-directed, completed projects or work you have done as part of a class assignment. Keep in mind that the format should be very similar to that of a standard employment entry in an Experience section; the goal is to display how you have utilized your relevant skills within the context of a successfully completed project. Think about how you achieved the goal of the project and/or successfully produced work for the assignment. Include mentions of the skills you performed, the software/tools/equipment you used, and any positive results which may have been associated with your completion of the task.

NOTABLE PROJECTS Examples:

Editing and Post-Production MAFL 3040   Spring 2024 Semester
Film Project: "Illusory Worlds"
-   Utilized Premiere Pro and Audition to edit digital video footage shot with Sony AX33 4K camcorder, ensuring the final piece aligned with the course assignment's specific requirements and parameters.
-   Performed color correction, added transitions, and manipulated the audio in order to achieve the desired aesthetic and effectively communicate the film's message to the target audience.

Independent Project   Oct. 2023 – Mar. 2024
Graphic Novel: "The Green Planet
Independently ideated and produced a fifty-page, full-color, original graphic novel within the science fiction genre, including authoring the story, developing the layouts, and completing all of the art, including the front and back covers. Created the initial thumbnails in graphite and illustrated the final panels using colored pencils and India ink. Utilized skills in Adobe Illustrator to complete digital lettering throughout the novel. 100+ copies of initial printing run sold at Twin Cities Con's 2024 Artist Alley booth.

ANITA JOB
612.123.4567 anitajob@gmail.com anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   Expected Grad. May 2025
Bachelor of Fine Arts in Graphic Design
GPA: 3.75

The University of Minnesota, Minneapolis, MN   Aug. 2021-Dec. 2022
General Studies with an emphasis in Fine Art

SKILLS

Design
- File Management
- Layouts
- Logo Design
- Mock-Ups
- Photo Editing/Image Manipulation
- Prepress
- Publication Design (Print/Digital)

Software
- Acrobat
- Bridge
- Illustrator
- InDesign
- Lightroom
- MS Office Suite
- Photoshop

EXPERIENCE

Mad Designs, St. Paul, MN   June 2021-Present
Graphic Design Assistant
- Design logos for usage in marketing materials and on company letterheads and signage
- Assist lead designer with the creation of full color covers for print magazine issues
- Create effective page layouts, efficiently performing all prepress tasks to ensure all files are print-ready prior to project deadlines
- Digitally edit photos and manipulate images within Photoshop, InDesign, and Illustrator

Signs Plus, Minneapolis, MN   Feb. 2019-May 2021
Customer Service/Production Assistant
- Collaborated with Customer Service and Production teammates to assist customers with copy and sign needs, consistently exceeding customer expectations
- Designed fresh, innovative graphics for customers, ensuring all deliverables aligned with client specifications

Java Cup, Minneapolis, MN   May 2017-Jan. 2019
Cashier
- Served customers varied beverages, providing exceptional customer service in a high-paced environment
- Utilized POS system to ring up sales, monitoring all cash register transactions for accuracy

EXHIBITIONS

Gallery 322 Collaborative, Minneapolis, MN   Apr.-Aug. 2023
Emerging Talent: Digital Artists of Today

Full Frame Gallery, Minneapolis, MN   Dec. 2021-Jan. 2023
Anita Job: Introductions

ANITA JOB

612.123.4567 • anitajob@gmail.com • anitajob.com

Innovative, enthusiastic web designer capable of utilizing extensive creative abilities within the Adobe Creative Suite alongside proficiencies in HTML/CSS and JavaScript to generate intuitive and functional front-end designs. Skilled at crafting icons, motion graphics, and layouts, as well as efficiently adapting assets to ensure desired messages are consistently conveyed to target audiences.

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   05/25
Bachelor of Fine Arts in Art and Technology
-   Minor in Entrepreneurship

SOFTWARE

Acrobat	Lightroom
After Effects	MS Office Suite
Illustrator	Photoshop
InDesign	Premiere Pro

LANGUAGES

HTML/CSS	JavaScript

SKILLS

Audience Engagement	Social Media Management
Content Creation	Technical Troubleshooting
Equipment Maintenance	Web Design/Development
Internal/External Communications	Website Administration
Project Management	WordPress

EXPERIENCE

The Westside Community Center, Minneapolis, MN   06/20-Present
Technical Assistant/Social Media Lead
-   Design and continuously update WordPress website for the center, as well as serve as site administrator and primary internal/external troubleshooting point of contact
-   Supervise open labs and perform basic computer maintenance, as well as assist students with software issues and resolve troubleshooting ticket requests submitted by community center staff
-   Check equipment in and out of the Technology Department, ensuring all materials are in proper working order upon their receipt and logging any damage
-   Manage the center's social media presence, including developing visual and textual content for posting and engaging with targeted audience

VOLUNTEER

The Westside Community Center, Minneapolis, MN   04/19-06/20
Teen Tech Tutor
-   Assisted students participating in the after-school program with the utilization of relevant software programs and online tools in order to complete their homework
-   Collaborated with a group of four tutors to meet the needs of 30-40 students in the program

ANITA JOB

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

PROFILE   Photographer and stylist with outstanding organizational and creative skills. Capable of working both in-studio and on-location and utilizing a thorough understanding of set fabrication and product/model styling, resulting in images of exceptional quality.

SKILLS

Photography (Digital/Film)	Set Fabrication	Studio Organization
Photoshoot Assistance	Photography Styling	Purchase Order Tracking
Photo Editing/Retouching	Location Scouting	Scheduling
Image Scanning	Prop Selection	Digital Archiving

SOFTWARE   Photoshop   InDesign   Illustrator   Lightroom   PowerPoint

EQUIPMENT   16mm   Canon DSLR   Large Format   Sony RED

EXPERIENCE

Photographer/Data Collector
E – Biz Autos
Minneapolis, MN
June 2022 – Present

- Complete set-up, styling, and digital product photography of twenty or more vehicles on a daily basis.
- Edit and retouch images within Photoshop and Lightroom, as well as prepare all files for upload on dealership websites.
- Maintain a digital image archive, optimizing file organization and retention processes to improve accessibility.
- Produce accurate inventory labels to be placed on automobiles for identification purposes.

Photography Assistant Contractor
Self-Employed
Saint Paul, MN
April 2019 – May 2022

- Worked on photo shoots for notable brands such as Bass Pro Shops, Fossil, Neiman Marcus, Mueller Steel, Monkee Funk Clothing, Field & Stream, and Ducks Unlimited.
- Collaborated with lead photographer on all aspects of both on-location and studio-based photoshoots.
- Performed set-up and styling of photo shoots as directed by managing art director/creative lead.
- Ensured that all necessary props, products, and models were prepared and accessible at all times.
- Securely organized, packed, and transported all equipment and props.

Photographer/Administrative Assistant
Clear Channel
Minneapolis, MN
January 2017– March 2019

- Adhered to advertising plans for photographing client billboards in order to confirm proper outdoor advertising material placement.
- Generated and prepared PowerPoint slides for sales staff.
- Supplied precise mileage reports and maintained organized records.
- Provided both design and administrative support to the creative department as-needed.

EDUCATION   **Minneapolis College of Art and Design**, Minneapolis, MN   May 2018
Bachelor of Fine Arts in Photography
GPA: 3.8
MCAD Senior Photography Merit Scholarship Recipient

ANITA JOB

612.123.4567 anitajob@gmail.com anitajob.com

SUMMARY

Innovative and client-focused designer with outstanding organizational and creative skills. Capable of working both independently and as part of a collaborative team. Employs extensive abilities in the Adobe Creative Suite alongside a refined understanding of impactful layouts and visuals to develop final designs which resonate with target audiences.

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2023
Bachelor of Fine Arts in Graphic Design
Minor in Advertising
GPA: 3.75

SKILLS

Design
- File Management
- Layouts
- Logo Design
- Mock-Ups
- Photo Editing/Image Manipulation
- Prepress
- Publication Design (Print/Digital)

Software
- Acrobat
- Bridge
- Illustrator
- InDesign
- Lightroom
- MS Office Suite
- Photoshop

EXPERIENCE

Freelance Art Studio, Minneapolis, MN   August 2023-Present
Independent Designer
- Utilize Photoshop, Illustrator, and InDesign to ideate and design original graphics for inclusion in clients' print and digital product launch advertisements

Mad Designs, St. Paul, MN   June 2021-Present
Graphic Design Assistant
- Design logos for usage in marketing materials and on company letterheads and signage
- Assist lead designer with the creation of full color covers for print magazine issues
- Create effective page layouts, efficiently performing all prepress tasks to ensure all files are print-ready prior to project deadlines
- Digitally edit photos and manipulate images within Photoshop, InDesign, and Illustrator

Signs Plus, Minneapolis, MN   Feb. 2019-May 2021
Customer Service/Production Assistant
- Collaborated with Customer Service and Production teammates to assist customers with copy and sign needs, consistently exceeding customer expectations
- Designed fresh, innovative graphics for customers, ensuring all deliverables aligned with client specifications

ADDITIONAL EMPLOYMENT

Java Cup, Richfield, MN   May 2017-January 2019
Barista

Hybrid Functional/Chronological Sample Resume
For alumni with work experience (Objective section included)

ANITA JOB
Graphic Designer
612.123.4567 • anitajob@gmail.com • anitajob.com

OBJECTIVE

Seeking a position utilizing extensive array of creative and technical skills in the field of graphic and web design, leveraging client-focused approach to project completion alongside commitment to impactful and communicative visual design

QUALIFICATIONS

Software/Technical Skills:
- Proficient in visual media development within the Adobe Creative Suite, including Photoshop, InDesign, Illustrator, and After Effects
- Assembly of interactive and intuitive websites utilizing HTML/CSS and WordPress
- Experience receiving, transferring, converting, augmenting, and preparing customer-provided data across digital and physical media formats
- Ability to efficiently organize and manage high volume of digital files

Creative Skills:
- Extensive experience with logo design
- Capable of crafting custom and personalized graphics
- Skilled in layout design and composition
- Effective at utilizing appealing typography and formatting
- Proficient in photo/image editing and manipulation
- Adept at shooting both digital and film photography

EXPERIENCE

XYZ Graphics, Minneapolis, MN   9/22-Present
Web and Graphic Designer
Contribute to clients' brand development by designing internal marketing campaigns; utilize Photoshop, InDesign, and Illustrator to create visual assets for print and web; design, develop, and maintain WordPress websites

Signs by Design, Minneapolis, MN   10/20-9/22
Customer Service Representative
Assisted customers with all copy and sign needs; performed basic maintenance on copiers and computers; completed all assigned customer projects prior to established deadlines

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   5/22
Bachelor of Fine Arts in Graphic Design
Minor in Art History
GPA: 3.7
Dean's List 2020-2022

Functional Sample Resume

For an experienced professional who may have had different careers or multiple positions with similar/related duties across roles

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 increases 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 and skilled training methods
- 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 Associate, Smithson & Jones, Minneapolis, MN   2009-2012

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2009
Bachelor of Science in Entrepreneurial Studies
Minor in Advertising
Hearst Senior ES Merit Scholarship Recipient

ANITA JOB

612.123.4567 | anitajob@gmail.com | anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2023
Bachelor of Fine Arts in Fine Arts Studio
GPA: 3.75

SKILLS

Professional

- Artwork Packing/Transportation
- Collection Management
- Customer Service/Visitor Experience
- Digital Illustration
- Exhibition Installation/Deinstallation
- Gallery/Exhibition Operations
- Label Creation/Mounting

- Lighting Design/Setup
- Oil/Acrylic Painting
- Print Production/Prepress
- Scaffolding Assembly/Teardown
- Site/Space Planning
- Wall Painting/Patching/Repair
- Wood/Metal/Plastic Fabrication

Tools/Equipment

- formZ Pro
- Google Suite
- Hand/Power Tools
- MS Office Suite
- Photoshop
- Welder (MIG)
- Wood Lathe

EXPERIENCE

Freelance Art Studio, Minneapolis, MN   August 2021-Present
Independent Artist/Designer
- Ideate, create, and fabricate one-of-a-kind artwork including painted portraits in oil and acrylics, illustrations, custom cutting boards, and metal jewelry.
- Utilize Photoshop, hand tools, power tools, and formZ Pro to design and create innovative pieces, marketing and managing them for sale via self-managed virtual storefront.
- Communicate with clients to produce custom products in alignment with their specifications.

Gallery Assistant Intern, Minneapolis, MN   August 2022-April 2023
ABC Art Gallery
- Coordinated installation specifications and exhibition scheduling with artists.
- Employed a variety of hand tools and power tools to install, deinstall, and transport exhibited artwork, ranging from small scale paintings to large sculptures requiring the utilization of scaffolding.
- Assisted in the writing and production of exhibition didactics including wall text, labels, and gallery guides.
- Repaired and painted exhibition walls prior to installation in adherence to curator specifications.
- Provided excellent customer service to in-person gallery visitors and guests contacting the gallery via phone or email, as well as securely packaged purchased artwork for vehicle transport and/or mailing.

Metro Thrift, St. Paul, MN   May 2020-August 2022
Retail Associate
- Greeted customers and assisted them in identifying clothing to match their desired stylistic choices.
- Purchased used clothing items from individual visitors, curating the selection to match store goals.
- Monitored cash register transactions to ensure accuracy during peak shop hours.

EXHIBITIONS

Tranquility Gallery, Hopkins, MN   May-August 2022
Wood Innovations

Minneapolis College of Art and Design, Minneapolis, MN   April 2022
Made @ MCAD

ADDITIONAL EMPLOYMENT

Fresh Beans Cafe, Minnetonka, MN   June 2020-September 2021
Barista

ANITA JOB

612.123.4567 | anitajob@gmail.com | anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2024
Bachelor of Fine Arts in Illustration
Minor in Teaching Artist
GPA: 3.75

SKILLS

Design
- Apparel Graphics
- Book Covers/Interiors
- Children's Book Illustration
- Concept Design/Sketching
- Digital/Traditional Illustration
- Editorial/Spot Illustration
- Infographics
- Layouts
- Lettering
- Raster/Vector Art
- Storyboarding
- Surface/Pattern Design

Teaching Artist
- Activity Planning/Facilitation
- Classroom Management
- Curriculum Development/Adaptation
- Demonstrations/Tutorials
- Educational Material Design
- Lesson Planning
- Supply/Material Management

Software
- Canvas
- Google Suite
- Illustrator
- InDesign
- MS Office Suite
- Photoshop

EXPERIENCE

Freelance Art Studio, Minneapolis, MN   August 2020-Present
Independent Artist/Designer
- Ideate, draft, and create one-of-a-kind artwork including painted portraits in oil and acrylics, digital illustrations, and custom event posters.
- Utilize Photoshop, Illustrator, InDesign, and wide array of traditional mediums to design impactful and visually appealing works of art, marketing and managing them for sale via self-managed virtual storefront.
- Communicate with clients to produce custom designs and finished pieces in alignment with their specifications.

Abrakadoodle Inc., Plymouth, MN   August 2022-April 2023
Elementary Art Teacher
- Instructed children in visual art techniques including acrylic and watercolor painting, observational drawing, and multimedia collage during youth art camps and children's art classes.
- Planned lessons and led educational activities for groups of up to fifteen children in grades K-6, adapting instruction methods and lessons as-needed in order to ensure individual students' learning needs were met.
- Led art technique demonstrations and tutorials to introduce new concepts and activities.
- Effectively managed the classroom, responding appropriately and constructively to any behavioral issues in order to resolve conflicts.
- Identified necessary materials prior to lessons and placed supply orders with vendors, ensuring all supplies and equipment remained stocked, organized, and accessible at all times.

Metro Thrift, St. Paul, MN   May 2021-August 2022
Retail Associate
- Greeted customers and assisted them in identifying clothing to match their desired stylistic choices, ensuring exceptional customer service was provided at all times.
- Purchased used clothing items from individual visitors, curating the selection to match store goals.
- Monitored cash register transactions to ensure accuracy during peak shop hours.

EXHIBITIONS

Tranquility Gallery, Hopkins, MN   May-August 2023
Wood Innovations

Minneapolis College of Art and Design, Minneapolis, MN   April 2022
Made @ MCAD

ADDITIONAL EMPLOYMENT

Fresh Beans Cafe, Minnetonka, MN   June 2020-May 2021
Barista

ANITA JOB

612.123.4567 anitajob@gmail.com anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2024
Bachelor of Fine Arts in Graphic Design

SKILLS   SOFTWARE

- Book Covers/Interiors
- Digital/Traditional Illustration
- Hand Sketching/Conceptualization
- File Management
- Layouts
- Lettering
- Logo Design

- Mock-Ups
- Photo Editing/Image Manipulation
- Prepress
- Publication Design (Print/Digital)
- Typography
- Thumbnails

- Acrobat
- Bridge
- Illustrator
- InDesign
- Lightroom
- MS Office Suite
- Photoshop

NOTABLE COURSEWORK/PROJECTS

Publication Design GRD 3050   Fall 2022 Semester
Magazine Concept: "Found Treasures"
- Ideated initial premise within hand sketches and identified ideal direction for further expansion
- Utilized InDesign, Illustrator, and Photoshop to develop impactful and visually appealing front and back covers, as well as multiple interior page layouts featuring articles, photo spreads, and cohesive typographic elements
- Applied thorough understanding of structural systems and formatting to ensure a compelling visual narrative persisted throughout the entire final piece

Independent Project   June 2022-Dec. 2022
Graphic Novel: "The Green Planet"
- Independently ideated and produced a fifty-page, full-color, original graphic novel within the science fiction genre, including authoring the story, developing the layouts, and completing all of the art, including the front and back covers
- Created the initial thumbnails in graphite and illustrated the final panels using colored pencils and India ink
- Utilized skills in Adobe Illustrator to complete digital lettering throughout the novel. 100+ copies of initial printing run sold at Twin Cities Con's 2024 Artist Alley booth

EXPERIENCE

Freelance Art Studio, Minneapolis, MN   Aug. 2024-Present
Independent Designer
- Utilize Photoshop, Illustrator, and InDesign to ideate and design original graphics for inclusion in clients' print and digital product launch advertisements
- Integrate client feedback on initial proofs into subsequent revisions in order to ensure final deliverables match existing art styles as well as meet all specific requirements and adhere to requested parameters

ADDITIONAL EMPLOYMENT

Java Cup, Richfield, MN   May 2021-June 2023
Barista

Book Burrow, Bloomington, MN   Feb. 2019-Apr. 2021
Bookseller

ANITA JOB

612.123.4567 anitajob@gmail.com anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN   May 2024
Bachelor of Fine Arts in Graphic Design

SKILLS

Design
- Conceptualization/ideation
- Editorial Covers/Interiors
- File Management
- Hand Sketching
- Layouts
- Logo Design
- Mock-Ups
- Photo Editing/Image Manipulation
- Prepress
- Publication Design (Print/Digital)
- Raster/Vector Artwork
- Typography

Software
- Acrobat
- Bridge
- Illustrator
- InDesign
- Lightroom
- MS Office Suite
- Photoshop

EXPERIENCE

Freelance Art Studio, Minneapolis, MN   Aug. 2023-Present
Independent Designer
- Utilize Photoshop, Illustrator, and InDesign to ideate and design original graphics for inclusion in clients' print and digital product launch advertisements
- Integrate client feedback on initial proofs into subsequent revisions in order to ensure final deliverables match existing art styles as well as meet all specific requirements and adhere to requested parameters

Mad Designs, St. Paul, MN   June 2023-Present
Graphic Design Assistant
- Design logos for usage in marketing materials and on company letterheads and signage
- Assist lead designer with the creation of full color covers for print magazine issues
- Create effective page layouts, efficiently performing all prepress tasks to ensure all files are print-ready prior to project deadlines
- Digitally edit photos and manipulate images within Photoshop, InDesign, and Illustrator

NOTABLE COURSEWORK

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Emerging Talent: Digital Artists of Today

Full Frame Gallery, Minneapolis, MN   Dec. 2022
Anita Job: Introductions

ADDITIONAL EMPLOYMENT

Java Cup, Richfield, MN   May 2021-June 2023
Barista