

## **ART 287 Portfolio & Resume Preparation**

# **Resume**

### **ASSIGNMENT BRIEF**

All professionals are expected to have a resume with clear accurate information with correct spelling. Resumes are part of all career advancement but as artists you have the opportunity to design a resume that is also aesthetically interesting. Extend your brand identity into your resume to make it unique and to clearly tie it to your print and web portfolios by using the same graphics, fonts and color.

The content for this resume will vary depending on your past experience. All information needs to be accurate with your degree(s) and education, work and free-lance experience, software usage, personal achievements, community service, etc.

Format the content of your resume for a specific target audience. You may create a different resume for each school, employer or client.

If your focus is unclear or undefined, determine the skills, knowledge, and interests that are most enjoyable or important to you and build your resume around those. This will help you define your next career step.

### **REQUIRED CONTENT**

- Contact Information - name, address, phone number, email address
- Objective or summary of skills/qualifications (optional)
- Experience or skills
- Education – Degree/Certificate awarded, school, location, date; usually most recent first
- Experience – usually most recent first
- Job title, employer name, location, dates of employment including month and year; usually most recent first
- Other – honors, certifications, awards, personal interests, languages spoken, other things of interest to particular employer
- Strengths or weaknesses (optional)

## DESIGN & FORMAT

There are different ways of formatting the written content. Look at the examples to see what best fits your experience at this point in your career. The link for Regent University Resume Format explains four basic formats: chronological, functional, combination and executive.

### Resume Basic Formats

[http://www.regent.edu/admin/stusrv/student\\_dev/online\\_workshops/resumes/format.htm](http://www.regent.edu/admin/stusrv/student_dev/online_workshops/resumes/format.htm)

It is important that your resume items are presented consistently. Once you choose an approach stay with it and do not vary.

Design, layout, color and type must be consistent – use of bold face type, italics, capitalization, bullet points, indents, font choices, type size, etc. For example, section headers should be the same size and font. Use Styles in Word or Paragraph Styles in InDesign for consistency.

## WRITING CENTER

Since a resume is often made up of bullet points listing facts and information rather than normal paragraphs, students are not required to take this assignment to the Writing Center although this is strongly recommended.

If you do not go to the Writing Center ask a colleague, friend or family member who is good with details to proof your resume. It is very easy to make mistakes. Designs often look at the layout and not the written details.

If you visit the Writing Center you will be provided with a certificate after completion of your work. This certificate will be scanned and submitted for grading evaluation for **extra credit**.

## TECHNICAL REQUIREMENTS

Design your resume using a Word or InDesign document with Paragraph Styles to make type fitting easier.

Most resumes are printed on an inkjet printer on standard size 8.5 x 11 in paper. Because of this there is no bleed but instead a margin of paper around the outer edge.

## GRADING SHEET

The criteria for evaluation will be how successful you were in completing the required items for the assignment. The individual parts of the assignment will be graded.

Please refer to the posted grading sheet to see specifically how your work will be graded.

## REQUIRED ITEM FOR GRADING

- Word or Packaged InDesign resume
- PDF of resume
- Writing Center Certificate signed by tutor and scanned as a .jpg (for extra credit)

## DEADLINE

Please refer to the schedule for deadlines.

## LATE PROJECTS

1. This assignment is due at the deadline.
2. Projects will only be graded once.
3. No work will be accepted after the deadline unless there is a valid written medical reason or a family emergency.