



KEYS TO RESUME SUCCESS

- A resume is a **ONE PAGE** concise summary of YOUR education, skills and work experience. Alternatively, it's one page for every 6-10 years experience.
- A resume is a **FACT SHEET** about you, a basic outline.
- The goal of a resume is to **GET AN INTERVIEW**. Its purpose is to get you in front of someone who can hire you.
- Your resume must be **CLEAR, CONCISE AND CONSISTENT**.
- List most **RECENT INFORMATION FIRST**. People read from top to bottom and from left to right.
- Keep resume short and to the point, no long paragraphs.
USE THE BULLET STYLE.
People **SCAN** resume for 15-30 seconds.
USE BOLDFACE OR CAPS to highlight category headers, schools, companies and job titles.
- Be **INTENTIONAL** with each and every word. This is your chance to show the best of yourself.
- Use past tense for past work experiences.
- No pronouns. This is not a personal narrative. For example, do not use "I" statements.
- Do not list personal information (i.e. height, weight, age, marital status) unless you're an Acting major.
- Choose an easy to read font like `Courier New`, Times New Roman or Arial and use a font size of 10 to 12 points.
- Avoid shading and multiple use of lines.
- **PROOFREAD** by three different people, three different times!
- Save your resume as a PDF if you plan to email it, or as specified by the company for upload or email. Use resume quality paper for the copies you bring on your interview or intend to mail.



RESUME FRAMEWORK (AN OUTLINE ON WHICH TO BUILD)

More department specific and edit examples can be found on academyart.optimalresume.com

NAME ADDRESS, CITY, STATE, ZIP CODE, PHONE NUMBER, EMAIL, Portfolio website URL

EDUCATION

List most recently acquired degrees and course work first. Include courses taken at another school that are relevant to your degree. For example:

(Alumni)

Academy of Art University, San Francisco, CA. B.F.A. Graphic Design September 2006-May 2010

(Current student)

Academy of Art University, San Francisco, CA. M.F.A. Illustration September 2010-Present
Anticipated graduation May 2014

EXPERIENCE

List professional experience chronologically, beginning with your most recent experience. For each employer listed, list 3-5 accomplishments &/or responsibilities beginning the statement with verbs. Choose action verbs that demonstrate your level of responsibility. Include paid internships, student project collaborations (cite your contribution) and non-paid internships.

For example:

ABC & Company, San Francisco, CA June 2010- Present

Production Coordinator

- Managed accounts and all aspects of producing live and recorded events.
- Maintained data base of clients and correspondence including email, phone, and in-person meetings
- Collaborated with creative teams and presented to higher management. Project managed 10+ events annually.

SKILLS/AWARDS

Bullet point your specific skills and software program knowledge, listing first what employers will value most for the types of positions advertised. Only highlight skills that are specific to YOU. Do not mention skills you are expected to know, like Microsoft Word, however if you are an expert in something like Microsoft Excel do list that specifically. List any foreign languages you speak &/or write as a skill.

For Example:

- Flash
- Branding
- Proficient verbal/written Mandarin
- Maya
- Typography
- Conversational French

List any awards you have received that are applicable to the job you are applying for.

For Example:

- Nominated and selected for annual Spring Show at the Academy of Art University. May 2011
- Awarded first place in illustration cover contest, Peephole Magazine August 2010

COMMUNITY INVOLVEMENT / EXTRA CURRICULAR / LEADERSHIP (choose a header specific to you)

List professional organization memberships or any additional information, such as volunteer activities, community service and clubs, that help distinguish you professionally.

NOTES: Showcase the best of your experience and skills. Always sell yourself to the needs of the company and the job description or position you seek.



RESUME CHECKLIST

Overall

- _____ Confirm document format requested by company for application. PDF, Word.doc, etc. Save accordingly.
- _____ Save with your name, the word resume and the date. Example: AnnAcademy_Resume_Jan. 1st - 2013
- _____ Resume quality paper for those you will bring to interview. Can it be scanned or copied easily?
- _____ Overall clarity? – Can it be read quickly or scanned?
- _____ Did you use an easy to read font and 10 – 12 point size?
- _____ Is it concise? Is it clear? Is it consistent? Is it inviting to read; not too much information?
- _____ Margins clean and even? You can use narrow margins if you are running out of room to keep it one page.
- _____ Bullet points used?
- _____ Is it the appropriate length – 1 page for every 6-10 years of work experience.

Headings

Education:

- _____ Does it list most recent first, only including college education, unless you went to an art magnet high school?
- _____ Does it only include education that develops the degree you list?
- _____ Does it list location and dates?

Experience:

- _____ Does it list most recent first?
- _____ Is it clear and to the point?
- _____ Does it list your paid and non-paid internships and your contribution to student project collaborations?
- _____ Are dates of employment included? What about the location?
- _____ Is it easy to read and understand?
- _____ Can it be viewed quickly for most important information?

Skills/ Awards:

- _____ Are the strongest skills/qualifications presented first?
- _____ Are software and design programs and expert computer skills listed? Are they representative of the best of YOU?
- _____ All relevant Fine Art skills listed?

Community Involvement/ Extra Curricular/ Leadership (choose a header specific to you)

- _____ Are clubs, professional affiliation, awards/honors and scholarships listed?
- _____ Are volunteer activities listed?

Does your resume prompt the employer to contact you for an interview?

	RESUME	CV (USA & Canada definitions)
Audience	Employers seeking to hire for a variety of positions	Fellow academics in your field
Length	1 page/ 2 page maximum	Highly flexible
Focus	Experience; job- related extracurricular & volunteer accomplishments	Academic achievements & scholarly potential
Essential	Skills and experiences related to the job you seek	Publications, presentations, teaching experience, education & training, honors and grants
Goal	Brief snapshot of your skills and experience that communicates your ability to perform the job you seek	Full history of academic credentials- teaching, research, awards & service



Countries in Europe and Asia often refer to a **CV** but expect a resume as defined above left

SYNONYMS FOR YOUR RESUME

Carry Out

discharge
execute
pursue
fulfill
perform
practice
exercise
undertake
transact
assume
accomplish
achieve
attain

Manage

handle
deal with
represent
operate
oversee
designate
engineer
execute
supervise
conduct
engage in
regulate
check
direct
administer
take charge

Authorize

entitle
delegate
empower
qualify
invest
endow

Important

significant
distinct
essential

Develop

originate
create
derive
cause
effect
generate
bring about
result in
give rise to
design
devise
make
build
construct
synthesize
form
prepare
organize
sponsor
prompt

Point Out

indicate
exhibit
display
reveal
demonstrate
show
credit with
assign to

Earn

merit
exceed
excel
surpass
better
progress
advance

Cooperate

collaborate
contribute to
support
sustain
maintain

Succeed

accomplish
achieve
prevail against
resist
withstand

Participate

share
collaborate
coordinate
synchronize
combine
pool
take part in
contribute

Continue

keep us
remain
resume
preserve
persist
adhere to

Responsible

reliable
accountable
answerable
account for

Plan

design
project
proposal
scheme
outline
map
model
program

Way

method
means
system
policy
procedure

Promoted

elevated
raised

Ability

aptitude
capability
competence
proficiency
qualifications
knowledge
skillfulness

Implement

put into effect
execute
enforce
administer
perform

Job

situation
position
post
status
appointment
capacity
occupation
calling
profession
career

Business

undertaking
pursuit
affair
concern
interest
matter
negotiation
transaction
venture
method
operation
procedure

Achieve

execute
fulfill
effect
produce
realize
resolve
accomplish

Effective

forceful
potent
valid
strong
vigorous
productive
influential
dynamic



ACTION WORDS

Management Skills

administered
analyzed
assigned
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repair
solved
trained
upgraded

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Financial Skills

administrated
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Creative Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Clerical or Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated