Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Special Considerations

- **Length**: Most design resumes are a single page.
- **Style**: You will likely want to create two versions of your resume. Larger organizations hiring for internal graphic designers generally expect a very clean, simple resume, but a graphic design firm may want to see your design aesthetic at work in how your resume is formatted.

Organization & Layout

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key .

Fonts & Style

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and <u>underline</u> to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

Sections & Content

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant "filler" words.
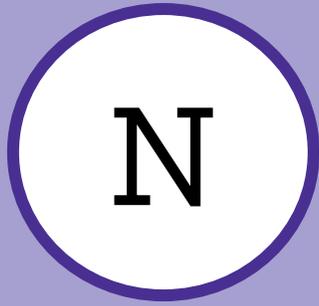
Name

name.com/Portfolio | Email | Phone

Graphic Design Experience

Graphic Designer   Jun. 2023-Present
CREATE Portage County   Stevens Point, WI
- Collaborate with multiple businesses housed within the IDEA Center.
- Design and create publicity to increase brand visibility in the community.
- Develop website pages for potential business partners to learn about opportunities.
- Serve on a business development committee and successfully secured funding for building renovations.

Graphic Design Intern   Sept. 2021-Apr. 2023
UWSP University Centers   Stevens Point, WI
- Consulted with clients on campus to develop consistent design strategies for print and digital publications.
- Drafted program promotional materials.
- Iterated on previous designs to update brand image for clients.
- Collaborated with a team of four design interns to coordinate workload and ensure project completion by deadlines.

Community Involvement

UWSP Chapter Member   Oct. 2020-May 2023
American Institute of Graphic Arts   Stevens Point, WI
- Designed all promotional materials for one event each semester; assisted with social media outreach.
- Participated in member workshops; networked with professional designers to gain industry knowledge.

Volunteer   Sept. 2018-Aug. 2020
Stevens Point YMCA   Stevens Point, WI
- Planned and implemented summer and school year programming for children ages 6-16.
- Designed afterschool lesson plans to increase engagement while meeting learning outcomes.
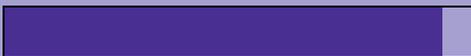

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Education
Bachelor of Fine Arts in Graphic Design | May 2023
University of Wisconsin-Stevens Point (UWSP)
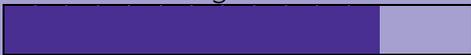
Selected Coursework
- Art and Design History
- Branding and Systems
- Photography
- Problem Solving in Graphic Design
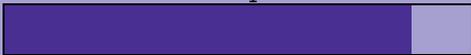- Typography

Selected Skills

Adobe Illustrator

Adobe InDesign

Adobe Photoshop

Microsoft Office