

TIP NO. 2 Learn to network – most people find jobs through word of mouth.

HEADER

Include permanent and current addresses, especially if you want to relocate. Include a current phone number (with professional voicemail message), e-mail address and Web site.

OBJECTIVE

Listing an objective is optional. It is not required because your cover letter discusses your objectives. If you include an objective on your résumé, be specific. What position are you seeking? In what area? What skills are you seeking to use?

EDUCATION

Highlight your degree and major. Grade point average is optional and can be included if 3.5 or above. Don't include high school information.

PROFESSIONAL SKILLS

List specific skills pertaining to the position you are seeking. Include information you have learned in class that can be applied as professional skills in a work setting, including relevant software.

EXPERIENCE

This section can include freelancing, internship, volunteer, full-time and part-time experience. List information in chronological order, most recent first. Include specific dates and a brief description of your responsibilities and accomplishments under each position listed.

Freelance experience Your title; client; location; dates of project; description.

Internship Your title; company; location; dates worked; description of responsibilities.

Career-related experience Your title; company; location; dates worked; description of responsibilities.

Other experience Your title; company; location; dates worked; description of responsibilities. Other experience includes positions (full-time or part-time) that are not necessarily career-related. In this category, market your transferable skills, including communication skills, training skills, sales skills, customer service, management skills, foreign language skills, etc.

HONORS AND AWARDS/ACTIVITIES/EXHIBITIONS/PUBLICATIONS

You may create other categories that reflect your accomplishments and capabilities. Choose appropriate headings. Include professional organization memberships, honors and extracurricular activities related to your long-term goals.

REFERENCES

Select three to five people who know you well: professors, employers or internship supervisors. Ask permission before listing someone as a reference. Let your reference know what jobs you are applying for and give them your résumé. List your references' current contact information including e-mail addresses.

Limit résumés to one page, and know what you are passionate about and what you are looking for. There is nothing more annoying than “I’ll do anything.”

Julianne Grau, Modea

HEADER

Name _____

Address _____

City, state, zip _____

Phone _____

E-mail _____

Example Sue Smith
123 E. Liberty St. · Savannah, GA 31401
912.525.4000 · suesmith@hotmail.com

OBJECTIVE *optional*

Position applying for _____

Type of company _____

Example Seeking a graphic design internship in a design firm or advertising agency.

EDUCATION

Degree and major _____

College _____

City, state _____

Date of graduation _____

GPA/scholarship/special programs _____

Example Savannah College of Art and Design · Savannah, Ga.
B.F.A. in Graphic Design
Minor: Art History · Anticipated graduation: June 2010

PROFESSIONAL SKILLS

Read the description of your major and outline the design skills/ computer skills that apply to your major.

FREELANCE EXPERIENCE

Your title _____

Client _____

City, state _____

Dates of project _____

Description _____

Example Freelance Graphic Designer
Savannah College of Art and Design, Savannah, Ga.
June 2009

Designed postcard for admission department to advertise visitation events to prospective students.

INTERNSHIPS

Your title _____

Client _____

City, state _____

Dates of project _____

Description

Example Graphic Design Intern
XYZ Design Firm, Savannah, Ga.
Summer 2008

Assisted creative director with print campaign to benefit nonprofit organization. Worked with a team of professional designers to create billboards and newspaper layouts.

CAREER-RELATED EXPERIENCE

Your title

Client

City, state

Dates of project

Description

Example Art Director
Heritage Foundation, Savannah, Ga.
January 2007–present

Directed four graphic designers and all artwork related for the foundation, including corporate identity and packaging.

OTHER EXPERIENCE

Your title

Client

City, state

Dates of project

Description

Example Wait Staff
Vinnie Van GoGo's, Savannah, Ga.
Summer 1999

HONORS AND AWARDS/ACTIVITIES/EXHIBITIONS/PUBLICATIONS

Name of show

Name of sponsor (gallery/organization):

City, state

Dates of exhibition

Example Senior Show
Savannah College of Art and Design · Savannah, Ga.
May 2008

REFERENCES AND PORTFOLIO

Create a separate sheet with a listing of three to five references and their current contact information. If an employer is interested, they will request your reference list – you do not need to state this fact on your résumé.

Sending résumés electronically

Send your résumé as an attached file and paste the text into the body of the e-mail. This gives the employer the opportunity to see your résumé if they cannot open your attachment or do not take the time. Use a simple format for the résumé that you put in the body of the e-mail. Include your cover letter in the body of the e-mail as well. If you save your résumé as a PDF file, attach that with your e-mail. The PDF version will allow the employer to see your résumé in a more attractive, design-oriented format. When e-mailing résumé files, name them so the employer can easily identify them. Use your last name, followed by first and the word "résumé" in the subject line.