
RESUME

PREPARING TO WRITE A RESUME

Be sure to examine all of your life experiences before writing the resume. Paid work is only one dimension. Volunteer work and internships are equally important. Consider skills developed through community service, academic courses, campus activities, extracurricular activities, etc. Evaluate and assess your skills, interests and values. Emphasize those experiences related to the job description. Research your potential employer and know the labor market. Back up claims on your resume with samples on your demo reel.

CREATING YOUR RESUME

- Begin your resume by opening a blank page in Microsoft Word with 1 inch margins.
- Do not use Microsoft templates or more than two different fonts
- Use a clear, legible font with a size of 10-11 points.
- List your header at the top of the page with your name bold and slightly bigger followed by contact information.
- Draft and/or revise your resume to fit the specific qualifications of the position for which you are applying.
- Correct grammar and spelling are absolutely essential. Proofread your resume several times and have other people check for typos and grammatical errors.
- Use **action verbs** instead of “responsible for” phrases (administered, created, facilitated, lead, improved, increased, founded, produced, designed, directed, engineered, etc.)
- When possible, keep your resume to 1 page
- Print your resume on white or buff paper. Remember your resume may change hands several times before being forwarded to the hiring official.

Always accompany your resume with a cover letter.

RESUME TIPS

- ✔ A typical recruiter initially scans a resume for only 30 seconds. Keep your resume neat, clean and simple.
- ✔ Use a visual layout that is simple and easy to read. The reader should be able to skim quickly and find what he or she is looking for – or get interested enough to want to know more.
- ✔ Keep your resume to one page.
- ✔ Good use of white space and effective bolding are your best design tools. If you are trying to show off your design skills, keep it simple and save your flashier stuff for your portfolio. Design should never get in the way of readability.
- ✔ The appropriate way to write Cogswell College is “Cogswell Polytechnical College”. “Cogswell” is an abbreviation used within the university, but it should not be used when writing resumes, cover letters, and other official documents.
- ✔ Run spell check AND have someone proof it.
- ✔ Only include high school activities and honors if absolutely necessary.
- ✔ Organize each section in reverse chronological order.
- ✔ Never exaggerate your capabilities or accomplishments.
- ✔ Do not list references on your resume. When requested, they may be submitted on a separate sheet of paper. Include names, titles, addresses, phone numbers, and email addresses. Be sure your name is at the top.
- ✔ Do not list personal information such as age, gender, marital status, ethnicity, religion, or social security number
- ✔ Suggested Articles to Read:
 1. Ten common mistakes in résumés and cover letters: <http://www.aiga.org/resume-common-mistakes/>
 2. Insights on writing your résumé: <http://www.aiga.org/resume-writing/>

ACTION WORD EXAMPLES

NON-ACTION WORD: Suggested Action Words

ANALYSIS: Analyzed, Studied, Determined, Discovered, Calculated, Forecasted, Evaluated, Conducted, Identified, Interpreted, Investigated, Planned, Researched, Revised, Selected, Solved, Ascertained, Clarified, Integrated, Appraised, Assessed

LEADERSHIP/SUPERVISION: Explained, Governed, Guided, Presided, Scheduled, Trained, Recruited, Supervised, Managed, Administered, Appointed, Directed

COORDINATION: Coordinated, Directed, Maintained, Presided, Systematized, Shaped, Steered, Arranged, Assembled, Activated, Scheduled, Facilitated

COMMUNICATION: Negotiated, Explained, Clarified, Interacted, Persuaded, Motivated, Petitioned, Presented, Promoted, Wrote, Recommended, Consulted, Interpreted, Debated, Synthesized, Counseled, Translated, Addressed, Authored, Collaborated, Communicated, Composed, Contracted, Corresponded, Published, Moderated, Reported

TRAINING: Trained, Coached, Advised, Instructed, Educated, Oriented, Enhanced, Taught, Instilled, Briefed, Enlightened, Guided, Motivated, Counseled

ORGANIZATION: Organized, Collected, Arranged, Collated, Catalogued, Indexed, Revised, Scheduled, Systematized, Classified, Itemized, Specified

SALES: Sold, Marketed, Distributed, Obtained, Promoted, Generated, Recruited, Energized

MANAGEMENT: Planned, Administered, Fostered, Promoted, Consulted, Organized, Directed, Conferred, Discussed, Formulated, Contracted, Facilitated, Supervised, Trained, Prepared, Arranged, Coordinated, Marketed, Maintained, Analyzed, Recommended, Reviewed, Handled, Prescribed, Participated, Accomplished, Determined, Approved, Contributed, Established

CREATION: Animated, Created, Initiated, Originated, Authored, Wrote, Designed, Composed, Conceived, Conceptualized, Formulated, Pioneered, Developed, Defined, Invented, Engineered, Fashioned, Founded, Illustrated, Mapped, Reproduced, Visualized

GROWTH: Gained, Increased, Augmented, Amplified, Accumulated, Advanced, Heightened, Intensified, Strengthened, Maximized, Enhanced, Enlarged, Expanded, Broadened, Doubled, Reinforced, Concentrated, Condensed, Consolidated, Saved

REDUCTION: Decreased, Diminished, Reduced, Lowered, Minimized, Alleviated, Declined, Divided, Simplified

DEVELOPMENT: Developed, Converted, Designed, Devised, Refined, Established, Improved, Improvised, Installed, Planned, Cultivated, Evaluated, Engineered, Explored, Examined, Researched, Analyzed, Upgraded, Updated

EFFICIENCY: Streamlined, Facilitated, Expedited, Simplified, Combined, Converted, Eased, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized

SUPPORT: Assisted, Participated, Augmented, Relieved, Boosted, Strengthened, Represented

ACHIEVEMENT: Achieved, Awarded, Elected, Earned, Mastered, Maintained, Performed, Saved, Salvaged, Solved, Started, Succeeded, Utilized, and Volunteered

RESUME FORMAT

THE HEADER: Includes your name and contact information with your name in bold font and in a larger font size. It is acceptable to use capital letters for your name, and it can be a larger size than the rest of your resume. This is also the location to provide the web address for your online portfolio.

Do not use unprofessional sounding e-mail addresses. A suggestion would be to use your Cogswell e-mail address or to use an email address such as your last name@Yahoo.com.

EDUCATION: For most resumes, especially recent graduates, EDUCATION should be listed towards the top, unless the employer is looking for an emphasis on skills and experience.

Here are the general rules: Format your resume with the highest degree listed first. If you have not finished your bachelor's degree, then list your planned graduation date. Include certificates below your bachelor's degree. You *may* include examples of RELEVANT coursework. Include G.P.A.s if they are above 3.0. Do not include your high school.

COMPUTER: Include computer skills. If you have many skills, you may wish to list them under such headings as: Software, Hardware, etc.

WORK EXPERIENCE: List most recent employment experience first. List job titles, names of employing organizations, and dates of employment. Include volunteer work, internships etc.

Work history generally falls into two categories:

Related Experience: List your jobs that are related to the career field you are seeking in this category. This option lets you focus on the jobs that are of most interest to the employer, while minimizing those that are less related. (For example, if you are applying to be a preschool teacher, list your daycare experience here).

General Experience: This is for "other" experience that is not directly related to the job you are looking for but shows Transferable Skills (such as working as part of a team, communication skills etc.) and Work History (you're proving that you know how to keep a job, show up on time, and have a strong work ethic). These should be used sparingly and be less prominent than the Related Experience category.

HONORS/AWARDS: List any honors or awards and the dates received.

SKILLS AND/OR ACHIEVEMENTS: Focus on your major areas of strength which relate to the job description. Demonstrate how you achieved those skills by using action verbs to give concrete examples.

LANGUAGE: Include any foreign languages and level of proficiency.

EXHIBITIONS: In the exhibition section, list the exhibitions you have made, along with their details like name, place, space etc. Also, you can divide this section into separate categories such as; group shows, solo shows, invitational exhibitions, exhibitions etc.

COLLECTIONS: This section can be divided into corporate collections, private collections and permanent public collections. Seek permissions before mentioning the name of the private owner of your work in the resume.

PROFESSIONAL AFFILIATIONS: Mention professional organizations, local, regional and national to which you belong. If you have served as a volunteer or held a position within the organization, then mention this information as well. This is not the place to list student clubs. That should have been presented with the Education section.

OTHER ACCEPTABLE CATEGORIES INCLUDE: Professional Experience, Honors, Awards, Military Experience, Areas of Knowledge, Publications, Certificates, Trainings, Leadership, Project Work. (Before using these other categories be sure they are relevant to what you are applying for and check with Career Services for the best way to present this information.)

RESUMES FOR ART STUDENTS

For all students, a resume is a marketing tool in which the content of the document does the selling. For art students, the document itself can be a marketing tool. The first contact an employer has with a student is usually their resume, and an art student's resume should be unique. Creativity and a sense of design are essential for an art student, and a well-designed resume can show your talent from the first moment of contact.

There are many ways to make your resume stand out from the crowd. While it is still important for the employer to see your contact information, education, experience and so on, how you choose to present that information is only limited by your creativity. You can use unusual fonts, an unorthodox layout, or special graphics. Some students have used creative packaging, such as attaching a matching business card to their resume with a key ring and putting it all in a large, decorated envelope. While not all art students choose to go the creative route with their resume, it is an option, and it might make all the difference to an employer looking for that special artist.

But, it is important to be mindful of who will be viewing your resume and where it is presented. You may choose to not use the "creatively formatted" resume when sending it to a recruiting agency or the HR of a large company. Your resume should be a cohesive part of any online portfolio. So, using a more creative version here is a must. Again, contact Career Services for guidance on when and where to use a creatively formatted resume as opposed to a simple format.

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EDUCATION

Cogswell Polytechnical College, Sunnyvale, CA
*Bachelor of Art, Digital Arts and Animation, May 20***
Concentration, Entertainment Design

SOFTWARE SKILLS

Production | 3D Studio Max, Photoshop, Zbrush
Game Engines | Unreal Engine, Evolution Engine, Source
Other | Perforce

EMPLOYMENT HISTORY

Kabam, San Francisco, CA
*Environmental Artist, August 20** – January 20***

- Assisted other Environment Artists when help is requested, this included, but not limited to; assisting with modeling, textures, lighting, effects, optimization, time management, art and design problems, technical issues, etc.
- Worked within the set standard for all art asset creation within the production path.
- Carried out the specified art style determined by the Art Director and Senior Environment Artist(s).
- Communicated any major problem areas, expectations, or desired modifications to the Senior Environment Artist as well as collaborating on the creation of techniques for environments in the game.
- Worked with the Art Director and Senior Environment Artist to accomplish visual consistency and quality.
- Provided feedback to the Senior Environment Artist on any technical help or support needed.
- Worked with Art Director, Designers, Programmers and Concept Artists, from early concept stages to completion of levels.
- Worked with Senior Environment Artists and Designers to maintain and generate gameplay sheets, modeling, texturing and lighting of final art in these levels, communicating to Seniors when support is necessary to meet these goals, optimizing levels to run at a respectable frame-rate and fit within memory limitations.
- Provided general maintenance on level throughout the course of projects.
- Assisted in the successful creation of environment models, pack/layout UV mapping coordinates and paint texture maps.
- Ensured that all of these are achieved and in accordance with the approved concept art