

Rob Lee

Education

Carnegie Mellon University Pittsburgh PA 2000 – Present
Bachelor of Fine Arts, Expected Graduation Date: May 2004
Cumulative QPA: 3.63/4.0
Honors: Five of six semesters

Yonsei University Seoul, Korea June-July 2001
Summer Language Study

Current:

888 Picasso Way, Suite 14
Pittsburgh, PA 15200
724/687-3333
rlee@andrew.cmu.edu

Permanent:

3-22-6 Nakano
Nakano-ku, Tokyo
164-0001, Japan

88-3-4480-6767

Skills

Computer (Macintosh & PC):
Microsoft Word, Director 8, Hypercard2.4.1, Alice99
Adobe PhotoShop 5.5, Premiere 5.1, After Effects 4.1

Art: Multimedia, Drawing, Painting (oil, acrylics)
Photography (b&w, color, hand-coloring)
Printmaking (intaglio, serigraphy, lithography)

Language: Fluent in Japanese, Proficient in Korean

Experience

Writing for Multimedia Carnegie Mellon University Fall 2002
Responsible for the interface design and art direction to produce a complete interactive multimedia CD as a collaborative project.

Hakuhodo Tokyo, Japan Summer 2002
Interned at Creative Department of advertising agency, planned the TV commercials for Nissan cars and for a Play Station game.

Building Virtual Worlds Carnegie Mellon University Spring 2001
PhotoShop artist and art director, created the texture for virtual worlds.
Collaborated on the design of desktop and immersive (helmet-based) Interactive worlds.

Activities

Korean Student Association Carnegie Mellon University
Public Relations Officer, Fall 2002.
Active member 2000 to Present.
SURG Grant, Summer 2001

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.

CREATING YOUR RESUME

- Use a clear, legible font such as Courier, Times, Helvetica, New Century or Palatino with a size of 10-14 points.
- Leave a one-inch margin all around your resume.
- A typical recruiter initially scans a resume for only 30 seconds. Keep your resume neat, clean and simple. In most circumstances it should be contained to one page in length. In exceptional cases, a resume may extend to two pages; this is particularly true if you have extensive work experience directly related to the job for which you are applying.
- Print your resume on white or buff 20-24 pound stock paper. Always print with a laser printer. Remember your resume may change hands several times before being forwarded to the hiring official.
- Draft and/or revise your resume to fit the specific qualifications of the position for which you are applying.
- Correct grammar is absolutely essential. Proofread your resume several times and have other people check for typographical and grammatical errors.
- Never exaggerate your capabilities or accomplishments.
- Do not list references on your resume. 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.

Always accompany your resume with a cover letter.

RESUME TIPS

- Keep your resume to one page.
- 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.
- 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 Carnegie Mellon is “Carnegie Mellon University” without a hyphen. “CMU” 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.
- Avoid providing personal information (age, height, weight, marital status, etc.).
- Use a heavy-bond white, or off white paper. Always 8 1/2x11.
- Use **action verbs** instead of “responsible for” phrases.....

Accompan	Drafted	Installed
Accelerated	Eliminated	Developed
Achieved	Enacted	Directed
Acquired	Engineered	Trained
Administered	Enhanced	Wrote
Analyzed	Established	Discovered
Arranged	Evaluated	Designed
Assembled	Exceeded	Taught
Assisted	Executed	Negotiated
Budgeted	Exhibited	Organized
Built	Expanded	Participated
Clarified	Experienced	Perfected
Commanded	Facilitated	Performed
Compiled	Formed	Planned
Completed	Finalized	Prepared
Composed	Founded	Presided
Conceived	Generated	Produced
Conducted	Governed	Proposed
Constructed	Handled	Reorganized
Controlled	Headed	Revamped
Converted	Helped	Reviewed
Cooperated	Hired	Scheduled
Coordinated	Implemented	Solved
Created	Improved	Streamlined
Delegated	Improvised	Supervised
Demonstrated	Increased	Supported

TRANSFERABLE SKILLS

Employers are looking for students who can quickly fit into their organization and produce added value for their company. The student who is flexible and can adapt easily is most likely to achieve success both for the company and for themselves.

Listed below are the most important transferable skills identified in a recent survey conducted by employers. Students should take the opportunity to develop these skills in the classroom, in clubs and other organizations, and through internships, cooperative education or part-time opportunities.

- * Interpersonal Skills
- * Teamwork Skills
- * Communication Skills
- * Computer Skills
- * Analytical and Problem Solving Skills
- * Leadership and Management Skills
- * Adaptability and Flexibility
- * Integrative and Lifelong Learning Skills
- * Mathematical Skills
- * Foreign Language Skills and Cross-cultural Appreciation

IF THE JOB POSTING ASKS FOR....

Fundraising - research, analyze, strategize, program, develop, contact, inquire, inform, motivate, direct, persuade, monitor, coordinate

Public Relations - assess, prepare, coordinate, present, negotiate, publicize, strengthen, promote, handle, participate, facilitate, troubleshoot

Leadership - create, lead, encourage, manage, organize, compare, inspire, represent, govern, direct, advise

Writing - conceive, construct, craft, integrate, interpret, capture, abstract, express, inform, summarize, conclude

Craft/Artisan - design, create, build, sculpt, entertain, draw, render, illustrate, compose, construct, conceive, choreograph

Research & Development - identify, evaluate, review, assess, compare, analyze, determine, critique, explain, prepare, recommend, conclude

Human Resources - assess, analyze, recruit, survey, screen, interview, select, train, mediate, appraise, coordinate, align

Analysis - conclude, assess, observe, review, dissect, interpret, discern, conceptualize, discover, infer, illuminate, clarify, quantify, qualify

Editing - improve, read, review, analyze, check, compare, comment, correct, rewrite, revise, rework, amend

Consulting - advise, troubleshoot, problem solve, assess, assist, arrange, guide, counsel, survey, serve, contribute, initiate, investigate

Program Development - monitor, analyze, design, construct, develop, prepare, strategize, coordinate, formulate, recommend, persuade, implement

Information - organize, appraise, analyze, inventory, structure, design, categorize, document, process, manage, program, link, coordinate

Management - prioritize, develop, supervise, coordinate, execute, hire, produce, troubleshoot, evaluate, plan, schedule, analyze, organize

Design - build, organize, explore, formulate, sketch, draft layout, create, plan, draw, pattern, display

Technical - operate, conceptualize, design, troubleshoot, inspect, locate, edit, link, analyze, construct, modify

Language - tutor, translate, interpret, lecture, converse, negotiate, compare, understand, comprehend, proficiency, fluency, teach

Marketing - advertise, review, assess, survey, analyze, quantify, identify, develop, promote

Service/Hospitality - prepare, serve, assist, troubleshoot, present, maintain, create, coordinate

Performing - present, create, play, entertain, act, sing, dance, perform, read

Teach - develop, influence, advise, persuade, guide, inform, encourage, explain, enlighten, adapt, facilitate

Research - interpret, clarify, survey, interview, investigate, gather, evaluate, extract, critique, examine, review, write, organize, extrapolate

Counseling/Healing - listen, assist, sense, help, assess, analyze, coordinate, inform, facilitate, understand

RESUME FORMAT

OBJECTIVE: The objective is optional. Only list an objective if it is detailed and specific to the position.

EDUCATION: List the degree and major first, followed by the date the degree was received or expected date. On the second line, list the university. List minors or second majors. Include junior college or Education Abroad Program if relevant. Do not include high school.

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

RELEVANT COURSEWORK: Optional: List courses taken that are relevant to the job and/or laboratory research techniques.

SKILLS AND/OR ACHIEVEMENTS: Focus on your major areas of strength which relate to the job description. Use skills categories such as: Communication, Organization, Accounting, Teaching, etc. (See Clustering your Skills). Demonstrate how you achieved those skills by using action verbs to give concrete examples.

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

LANGUAGE: Include any foreign languages and level of proficiency.

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

CAMPUS ACTIVITIES: Optional: List positions or offices held, names of organizations, dates of involvement, and description of your activities.

RESUMES FOR ART STUDENTS

For most 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 is 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.