

# RESUME QUICK START GUIDE

Creative Careers &  
Collaboration Studio

Your application materials are your **first impression** with an employer. **Make it count!** Employers might receive hundreds of applications for each job posting. Learn how to make sure you **stand out** for the right reasons.

## ANATOMY OF A RESUME

Your resume is a snapshot of who you are, where you've been, and what you bring to the table. It is your opportunity to show employers what you have to offer through your work and educational history, skill set, and achievements.

### HEADER

At the top of your resume, you should include a header with your name, contact information, social media, and portfolio URL. Always start by letting employers know who you are and how to reach you.

### PERSONAL STATEMENT

A concise, one or two-sentence statement that summarizes your professional goals and attributes. Only highlight the most important information, such as your main interests, goals, or qualifications.

### EDUCATION

As a current student or recent graduate, list your education at the top of your resume. Being a student is your primary experience! Include your current major and expected graduation date.

### SKILLS

Your resume should always include a list of skills. Focus on your technical skills—programs, software, and equipment you know how to use. Keep the list focused on only the most relevant skills.

## WORK EXPERIENCE

Your employment history should reflect not just what you've done, but what you want to do. Emphasize your most relevant experience and skills, and consider breaking your experiences up into work and industry experience sections.

## ADDITIONAL SECTIONS

You can always include additional sections in your resume. You may want to add a section for Activities & Involvement, Relevant Coursework, Projects, or Awards & Publications. Just remember to stay focused on your career goals.

## DESIGN & LENGTH

Don't overdesign your resume at the expense of readability! Simple designs that enhance without distracting usually perform better. Graphics and illustrations can also make it harder for your resume to be read by Applicant Tracking Systems. Your resume should be 1 or 2 FULL pages (no half-filled pages, it makes it look empty).

# RESUME CHECKLIST:

## REQUIRED COMPONENTS

- Name
- Contact Information
  - Email and phone
  - Address (city and state are sufficient)
  - Social media and/or website
- Education (including your current CCAD program)
- Experience
- Skills

## EXPERIENCE DESCRIPTIONS

- All information highlights skills and accomplishments
- Includes dates, titles, and descriptions for all entries
- Uses strong "action words"
- Direct mention of soft skills important to employers (or of skills mentioned in the job posting)
- Listed in reverse chronological order

## CAREER NARRATIVE

- Includes the most relevant information based on career goals and job posting
- Easy to distinguish a narrative of professional progress toward clearly defined goals

## FORMAT AND DESIGN

- Important information up top
- Eye-catching, easy-to-read spacing
- Design elements enhance without distracting
- Bullet points! Bullet points! Bullet points!
- Formatting is consistent throughout
- 1-2 pages (no half pages)
- Length feels natural and not forced

## SPELLING/GRAMMAR:

- No spelling errors present
- No grammatical errors present