



# HOW TO DEVELOP YOUR PROFESSIONAL RESUME

## TOP 5 TIPS:

- Keep your formatting consistent
- Your resume should only be 1 page
- Clear and concise
- Include your GPA if it's above a 3.5
- Prepare your resume for applicant tracking systems- research buzzwords for your industry

## BUILDING YOUR RESUME:

### **Branding yourself:**

Start with your contact information. It should be easily located at the top of your resume. After your contact information you will include a headline statement that tells readers “who” you are professionally in regards to your current career objective. After you've written your headline, think about adding up to three short, bulleted subheadings that summarize your key areas of expertise. These are items that will set you apart from other candidates.

### **Experience:**

Share short details about each organization you've worked with. This helps the employer understand the depth and broadness of your experience. Make sure to tailor your resume for each job you are applying for. Include your experience that fits best with the position you're applying for. Think about what makes you special for this position. Hiring managers want to know what you've done to contribute to business objectives and how you've made a difference by producing measurable result..

### **Formatting:**

Using clear and concise writing are important aspects of a powerful and modern resume. Avoid dense paragraphs. Your resume will not be perfect after the first draft. It requires repeated review, careful editing, and a constant focus on strategy and goals to determine what's important to include and what does not support your professional brand and your current career objectives.

Cell Number • Alternate Phone • Email • Address/City

# N A M E

• **Headline** •

## ABOUT ME

This section tells readers “who” you are professionally in regards to your current career objective. After you’ve written your headline, think about adding up to three short, bulleted subheadings that summarize your key areas of expertise.

## EDUCATION

DATES • School Name  
Degree/Minors/GPA/Etc.

DATES • School Name  
Degree/Minors/GPA/Etc.







## EXPERIENCE - LIST MOST RECENT JOB FIRST

**Date**    **Organization Name**  
Position  
• Details

**Date**    **Organization Name**  
Position  
• Details

**Date**    **Organization Name**  
Position  
• Details

## SKILLS

Graphic Design		Motion Graphics	
Illustration		Videography	
Photography		Layouting	

## ACIEVEMENTS

Certificates, boards, leadership positions, community service, etc.

