

# RESUME BASICS



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DEVELOPMENT

# RESUME BASICS



## Types of Resumes

Resumes are the primary application document used in North America. They are instantly understood and expected from those in hiring and admitting positions as a way of communicating a candidate's skills, experience, and accomplishments. When creating a resume, first identify the resume type that is most appropriate for your situation.

### 1 CHRONOLOGICAL RESUME

A chronological resume includes a job history that is organized with the most recent information listed first. This type of resume usually highlights the names of employers and job titles and includes a detailed description of skills and accomplishments.

#### Chronological resumes are strategic when...

- Your recent employers and/or job titles are impressive
- You are staying in the same career field
- Your job history shows consistency + progress
- You are working in a field where traditional application methods are in place

### 2 FUNCTIONAL RESUME

A functional resume is organized by categories containing accomplishments, work experience, academic, and community experience.

#### Functional resumes are strategic when...

- You want to emphasize capabilities not used in recent experience (ie. if you are changing careers/re-entering the job market)
- You want to emphasize personal qualities relevant to the job such as aptitudes
- You have a variety of unrelated work experiences
- Your work has been freelance, consulting, contracts, or temporary in nature

### 3 COMBINATION RESUME

This type of resume combines the best elements of both functional and chronological resumes. It contains many sections such as: education, work history, volunteer experience, and projects.

#### Combination resumes are strategic when...

- You want to present patterns of skills and accomplishments through categories and a brief work history
- You want to change careers to something in a related field
- You are learning skills in an academic program for the first time

### 4 CURRICULUM VITAE

A curriculum vitae provides an overview of academic accomplishments and experience. It contains sections speaking to academic or related experience such as: research, publications, project leadership + management, teaching, conference participation, grants received

#### Curriculum vitae are strategic when...

- You are pursuing an academic opportunity
- You wish to show your research and project management skills and experience
- You are applying for research/academic opportunities or presenting at a conference

*'Document' by Ivan Colic from the Noun Project*

## What to Include in a Resume

### 1 NAME AND CONTACT INFORMATION

Your name and contact information should be included at the top of your resume. This should match the information included in your cover letter. Your resume should always have a link to your work so that if the reader is interested they can continue the screening process. Resumes lacking a clear way to access work samples are often rejected for creating an “extra step” for the reader.

### 2 ACCOMPLISHMENTS, SKILLS, EDUCATION & EXPERIENCE

The next step is to list your strongest accomplishments, skills, education, and experience as it relates to the opportunity. The job description will guide you towards what you will include and leave off. These are called “related” skills.

Once that is complete, fill in the rest of the resume with more details including “transferable” skills such as leadership, organization, documentation, or creative problem solving.

**Make sure that each additional entry is complete, with a result or accomplishment clearly stated for the reader.**

If for example you were the leader of a project that completed within scope earlier than anticipated, allowing you to add extra components, that is an accomplishment! Make sure that all of your accomplishments can be verified by references.

### 3 SUMMARY OR HIGHLIGHTS

Finally, write a summary or highlights section with your “top 5” accomplishments and skills as they relate to the position. This will likely be written last, as you will need to first identify and clearly state your related and transferable accomplishments, but it should be placed at the top of your resume as it will encourage the reader to continue. This section will demonstrate to the reader that you understand their needs, and have self-selected based on your proven ability to meet them. The rest of the resume provides more detail.

### X PERSONAL INFORMATION

In North America, only your name, contact info, work history, education, accomplishments and skills need to be listed. Any additional personal information is not required such as date of birth or personal photographs.



#### TARGETING YOUR RESUME

The most common critique of resumes is that the content is incomplete. The reader is most interested in what you have accomplished, what you have done, and what you can do – as it relates to their needs and criteria.

*This means you need to be targeting your resumes to exactly what is being asked for. The job description and criteria will guide what you include in your resume for that specific application.*

## Sample of effective resume content:

1

### George Lukass

888.777.6661  
george.lukass@example.com  
portfoliolink@access.ca

11, Park Street  
New York, New York  
90210

3

#### Summary of Digital Art Techniques and Skills

- Over 4 years of experience as a digital artist
- Excellent skills in print media design, logo design, character design, and digital illustrations
- Successfully designed within Android, Windows, and Apple mobile platforms
- Animated characters on three feature films

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#### Work Profile

Digital Artist January 2008 - Present

##### *Art in Digital*

- Designed user oriented websites www.abc.com and www.xyz.com on time with additional features outside of initial scope
- Effectively created logos for Sand Technical Ltd., Water Technologies Pvt. Ltd., to the satisfaction of the client
- Designed an iPhone application for reputed client Cherry Telecom Ltd.

##### Achievements:

- Appreciated with the best digital artist award creativity and artistic vision
- Received customer appreciation for the best digital art work

Digital Artist September 2007 - December 2008

##### *Digital Designs*

- Created print media advertisements such as magazine advertisements, newspaper advertisements, etc., for clients using Adobe Photoshop and Adobe Illustrator
- Personally proofread all materials and published without errors

##### Achievements:

- Advertisement featured on Behance

#### Software Skills

- Flash
- Adobe Photoshop and Adobe illustrator
- Dream weaver
- HTML, CSS
- Coral Painter Deepmetrix
- QuarkXpress

#### Academic Credentials

Master of Science in Advanced Digital Applications 2008  
New York University, New York

Certificate in Digital and Graphic design Production 2006  
New York University, New York