

# Resume Writing

# Guide

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# The Basics of Writing a Résumé

Résumés offer you the opportunity to demonstrate your unique skills and qualifications. A résumé is typically a one-page document (for current students and recent graduates) detailing your education, experience, and skills.

## Things to Keep in Mind

**Focus on format:** You want your résumé to be well organized and easy to read. Make sure your font is uniform in size and style (size 11-12), with your margins balanced on all sides (½ inch to 1 inch).

**Keep it simple:** Avoid using colors and excessive symbols. These can distract the reader from your content.

**Limit the length:** Résumés should aim to be one page in length. Keep your résumé short, allowing a reader to skim within 8 to 10 seconds. For seasoned professionals, two pages is the absolute limit.

**Tailor the content:** Whether or not you submit a cover letter along with your résumé, you want your résumé to be able to stand alone and show that you are uniquely qualified for the job. Read the position description carefully, then you can incorporate keywords into your résumé. Adjust the skills and attributes to mimic those requested in the job description. Reorder the bullets in your résumé to list the most relevant skills and experience first.

**Own your résumé:** Résumés are as unique as you. There is no one way to write a résumé. Keep in mind, your résumé is the first impression you make on a hiring manager.

# Typical Contents & Sections

## Heading & Contact

- This section should include your name, location (city, state; ex: Brooklyn, NY), phone number, email address, and your profile, website, or LinkedIn.

## Education

- List in reverse chronological order (most recent to least)
- Include institutions, location (city, state), degree, majors and minors, and graduation or expected graduation date.
- Optional: include your GPA, if it is 3.5 or above.

## Experience

- List job title, employer/organization, location (city, state), and dates of relevant employment.
- Include a minimum of 2–3 bullet points describing the skills used in your role.
- Start with action verbs.
- If you lack experience, list courses or projects (with descriptions) that are relevant to the position.
  - Focus on electives and advanced courses.
- Show your professional growth by providing details and data to show impact.

## Skills

- Include all computer and technical skills.
- Consider skills relevant to the position that speak to your unique strengths and abilities.
- Include skills specific to the industry you are applying to. List only skills that are measurable (hard skills) and save soft skills for the job bullets
- Avoid using infographics that are based on arbitrary measurements of ability.

## Honors/Awards (Optional)

- List honors, scholarships, or awards you've received.
- Include anything from community, civic organizations or volunteer work.
- Focus on major-related honors/awards that make you stand out and tell your story.

## Activities (Optional)

- Include club memberships, community service, and hobbies.
- Emphasize leadership roles.

## Additional Information

- Summary of Qualifications, similar to skills list the knowledge that accompanies your discipline ie: research, prototyping, project management.
- Volunteer work
- Extracurricular activities, coursework or professional development such as certificate programs

# Curriculum Vitae

The Curriculum Vitae or CV can be translated as “the course of one’s life/career.” This document provides a comprehensive overview of your academic background and professional accomplishments. Many of the rules of writing a résumé can also be applied when writing a CV.

In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It’s also applicable when applying for fellowships or grants. When applying for jobs in Europe, the Middle East, Africa, or Asia, expect to have to submit a CV instead of a résumé.

- Keep in mind that overseas employers often expect to read personal information that would never be included on an American résumé, such as date of birth, nationality, and place of birth.

Research the program or position that you are applying to so that your CV is relevant to the requirements of the program or position.

Your Curriculum Vitae should be well organized and consistent. Since these are usually longer than résumés, it is extremely important to make them as readable as possible. You should be descriptive and include numbers wherever possible. Just like on a résumé, make sure to include relevant information to match and support your professional, academic or research objective.

# What to Include When Writing Your CV

Headings Within a CV	Description
Personal Information	Your name should appear on every page and include a page number after the first page. Your contact information only needs to be on the first page, but should include your address, phone number(s), and email address.
Summary of Qualifications	Include a section that is a lengthy and more detailed summary of your most important skills and accomplishments.
Education	List your institution, degree, major or field of concentration, and the date when each degree was received. You should also include your coursework. You may include the title of your dissertation and the name of your advisor here or in a separate section.
Honors /Awards / Grants	List name of honor or award and the date it was received. You can list grants here, or in a separate section. Include the name of the funding agency and/or grant and the project(s) it is funding.
Experience	Describe all teaching, research, and professional work experience that is relevant to your professional objective. Only provide detail on experiences that are related to this objective. You can condense any unrelated professional experiences as well.
Publications /Presentation	Any publications or presentations should be included near the end of the CV. These should always be written in a bibliographic format. Items to be included under publications are books, articles, research papers, unpublished manuscripts or book chapters.
References	Name, organization/affiliation, and contact information of people who have written letters of recommendation for you.
Other sections that can be included	Community Involvement/Volunteer Experience, Technical Skills (Computer Skills), Travel/Exposure to Cultural Experiences, Foreign Language Skills, Research Interests

# What to Include When Writing Your CV

## Highlighting Your Thesis

- Including a one-to-two page abstract of your thesis is recommended but optional. If you do provide an abstract, write “(See Abstract Attached)” in the Education section of your CV after the name of your thesis title.
- If you are working on or have recently finished your doctoral degree, at least include a brief, clear summary of your thesis topic in the Education section.

## Dissertation Abstract

- This should be included as a separate page at the end of the CV. Briefly summarize content, placing your work within its scholarly context, and noting its contribution to the field. Your abstract should be:
  - Comprehensible to people outside your field.
  - Scholarly enough to interest people in your field.

# Sample Curriculum Vitae Template

## Contact Information

Name

Address

City, State, Zip

Telephone

Cell Phone

Email

## Summary Statement (Optional)

Include a brief list of the highlights of your candidacy.

## Education

List your academic background, including undergraduate and graduate institutions attended.

Graduate Institution, City, State

Degree, Major

Date of Graduation

Thesis

Undergraduate Institution, City, State

Degree, Major

Date of Graduation

## Employment History

List in chronological order, including position details and dates.

## Postdoctoral Training

List your postdoctoral experiences, if applicable.

## Fellowships

List internships and fellowships, including organization, title and dates.

## Licenses/Certification

List type of license, certification or accreditation and date received.

## Publications/Books

## Professional Affiliations

## Skills/Interests

# Résumé vs. Curriculum Vitae (CV)

A résumé works to present a concise picture of your skills and qualifications for a specific position. In contrast, a CV presents a full history of your professional experience and academic credentials. See the chart below for a more complete breakdown.

	<b>résumé</b>	<b>CV</b>
<b>Audience</b>	Standard for US and Canada for a variety of positions	Academics; Jobs outside the US; Graduate students
<b>Goal</b>	To demonstrate your skills and experience relevant to the position you are seeking	To present your full academic history, including teaching, research, awards, publications, and service
<b>Focus</b>	Represent your experiences and skills gained from jobs, extracurriculars, volunteer work	Demonstrating your academic achievements and scholarly potential
<b>Essential Information</b>	Skills and experience you have gained as related to the job you are seeking	List of publications, presentations, teaching experiences, education, honors, and grants
<b>References</b>	Keep as a separate document, deliver when asked	Included
<b>Length</b>	One page	As long as necessary

Whether you're creating a CV or résumé, either document must provide a persuasive account of your skills and experiences as they relate to the specific opportunity.



# Artist résumé

## What is an artist résumé?

An artist résumé is a record of your accomplishments as an artist, with a specific emphasis on exhibitions. This résumé can be provided to commercial and non-profit galleries. Artists typically use these types of résumés to search for exhibition opportunities, as well as using them in residency and grant applications. Artist résumés are usually an abbreviated document (1-4 pages) tailored to reflect a specific expertise.

## General Tips

1. Follow the tips given from the general résumé section.
2. Always keep a master copy of this résumé that you can then tailor to specific opportunities.
3. List everything in reverse chronological order.
4. Place the most important, relevant, and recent information near the top.
5. Keep records and files that prove you had an exhibition, received a grant, gave a visiting-artist lecture, etc.

# Artist Résumé Typical Contents & Sections

## Contact

- This should include your name, city, phone number, email, and website.
- Print your name in a bold, large font size—you may include a logo/text treatment, but make sure the name is legible.

## Education

- List in reverse chronological order.
- Include institution, location (city, state), degree, majors and minors, and graduation/expected graduation date.
- Most people list the places where they attained their degrees.

## Exhibitions

- This may be separated into different categories, such as solo exhibitions, group exhibitions, or collaborative projects.
- List the name of the exhibition, the gallery or space where it took place, location (city, state), and dates.
- Provide the names of prominent jurors or notable details of the selection process (if there were any).
- You may want to include the names of other artists for a group exhibition.

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- You may want to include the names of other artists for a group exhibition.

## Bibliography

- All materials published about you, such as print media, radio/television interviews or features, blogs, etc.
- Include the year, name of author, title of the article, name of the publication or material, volume number, location, issue month & date, and page number.

## Publications/Reviews by Artist

- This section contains materials you have written.
- Include year, title of the article, name of the publication or material, volume number, location, issue month & date, and page number.

## Public Collections

- This is a record of the places that have your work within their collection (museums, foundations, non-profits, libraries, universities, etc).
- Include the name of the institution and its location—city, state, and country if applicable.

## Teaching/Lectures/Workshops

- Focus on art-related experiences that involve professorships, presentations, artist talks, etc.
- List title/type of presentation, location, and date(s).

## Other Categories

Depending on your experience, you may include additional sections such as: Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Exhibitions Curated, or Gallery Affiliations/Clients lists.

## Sample Resumes

**Pratt** Center for Career and Professional Development

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Phone: 718.636.3506

a graphic designer with a focus on branding and creative thinking.

## EDUCATION

### Pratt Institute

New York City 2014 - 2016

- Associate Occupational Studies Graphic Design

### Taipei National University of the Arts

2012 - 2013

- M.F.A Fine Arts



## DESIGN SKILLS

User Interface Design  
User research  
Prototyping, Wireframing  
Project Management  
Brand Matrix  
Branding Design  
Information Architecture  
Empathy Map  
Promotion Product Design  
Create Illustrations

## TOOLS

Adobe Creative Cloud  
After Effects  
Sketch  
Principle  
InVision, Marvel

## LANGUAGES

Mandarin (Native) English  
(Fluent)

## EXPERIENCE

### Graphic Designer

My Job Tank / New York 2017

- Supported social media marketing team by creating engaging digital flyers and print ready design.
- Illustrated motion graphic 2D illustrations and managed animation art direction.
- Took the lead on creative initiatives when needed and manage these projects with limited assistance.
- Worked simultaneously on 3+ projects based on client workload.

### Visual Designer

YAWONI / New York 2017

- Created mood-boards for the brand and color choice for the target audience.
- Designed corporate identity system (CIS) for the brand.
- Developed user-friendly responsive website page design from wire-frames to prototype by using Sketch, After Effects software.
- Created visual appealing promotion designs both print and digital

### UX/UI Designer

Cardthrift / New York 2017

- Collaborated with product manager and engineering to define and implement innovative visual design direction.
- Executed all visual design stages from concept to final hand-off to engineering.
- Created wireframes, storyboards, site maps to effectively communicate interaction and design ideas.

## SIDE PROJECTS

### Fall Back

- Conceptualized the design, colors, images, text style, and layout for an app and website page.

### National Anthem

- Created the logo, selected cohesive and intriguing color scheme.
- Designed website pages.

Brooklyn, NY, 11230

C: [REDACTED]

E: [REDACTED]

## Work Experience

### **ke'mades, Brooklyn, NY, Jan 2013 to present**

Founder, Creative Director

- Collaborate with clients to understand client needs, budget, desired measurements/space restrictions, and decorative style
- Utilize various power drills and woodworking tools to create pieces of furniture, fixtures, and other decorative accessories
- Draft sketches and drawings of interior and exterior spaces
- Maintain documents and invoices for bookkeeping

### **Kennedy Construction Services Oct 2018 to present**

Administrative Assistant/Assistant Project Manager – Brooklyn, NY

- Track multiple projects simultaneously
- General bookkeeping of expenses, fixtures and allowances
- Provide support for construction billing and accounts payable
- Distribution of payroll to employees

### **Turner Construction Company Feb 2015 to Aug 2018**

Assistant Procurement Agent – Continuing Service, Confidential Client - Orlando, FL Mar 2017 to Aug 2018

- Prequalification of subcontractors (review, financials, safety performance, past & current projects)
- Subcontractor, trade, and vendor specific scope development per project
- Issuing, tracking subcontracts, professional service agreements, and purchase orders
- Developing site specific safety plans for subcontractors per projects

Estimating Assistant – Turner Orlando Main Office - Orlando, FL – Dec 2016 to Mar 2017

- Assisted in the preparation of complete quantity take-offs
- Aided in gathering information to create scope requisition packages
- Request and distribute subcontractor proposals
- Visited proposed sites to review existing conditions

Field Engineer – Double Tree Hotel - Orlando, FL – Oct 2016 to Dec 2016

- Reviewed and submitted RFIs and submittals
- Participated in Owner & Architect meetings
- Evaluated shop drawings and material samples for submissions
- Oversaw work among trades

Field Engineer – TopGolf - Jacksonville, FL – Jul 2016 to Oct 2016

- Prepared Daily Construction Reports
- Conducted Punchlist walks
- Prepared and submitted RFIs and submittals
- Participated in Subcontractor and Superintendent meetings

Contract Engineer – Turner Headquarters - NY, NY – Oct 2015 to Jun 2016

- Initiated Safety Meetings with representatives from Subcontractors
- Executed contracts to various projects
- Collected insurance certificates, bonds, financials, and safety records
- Communicated to staff the general directions of contractual issues pertaining to the various projects

Engineering Assistant – Brookfield Place - NY, NY – Feb 2015 to Oct 2015

- Assist in obtaining and reviewing information and approvals for processing shop drawings and product data
- Distribute information required for construction to appropriate parties
- Prepared final record for the project including Close-Out documents and OM Manuals
- Organized, maintained, copied & faxed various drawings and other documentations

### **Essex Works Brooklyn, NY – Oct 2014 to Dec 2015**

Construction Management Trainee

- Organized and maintained company's files
- Received and transferred phone calls
- Conducted daily inventory of manufacturing stonework
- Supported the President of the company with various tasks

### **Gilbane Building Company NY, NY July 2012 – Aug 2012**

Construction Management Intern

- Served as technical support staff to the Regional Quality Manager and Project Manager Assisted in managing projects & visiting job sites
- Assessed in submittal reviews and other duties specific to each jobsites
- Compiled, sorted and filed records for various projects

## Industry Experience

4 years

## Education & Training

2018 - Nontraditional Employment for

Women Preapprenticeship Program

Completed coursework in carpentry, tool identification and usage, blueprint reading, trades mathematics, construction terminology, Health and Safety Standards, strength training, basic Electricity and basic plumbing

2014 - BPS Construction Management

Pratt Institute

## Certifications

OSHA 30 Hour

CPR, AED, and Basic First Aid

## Skills

Industry Tools

Familiarity with various handsaws, hammers, wood planes, squares, clamps, and screwdrivers, tape measure, stick ruler, plumb bob, laser, wood chisel, cordless drill, flat/pry bar, sheetrock plane, nail set, utility knife, tin snips, air hose, air wrench, miter saw, table saw, and other basic hand tools

Systems Knowledge

Proficient with Microsoft Office, Bluebeam Revu, Prolog, PlanGrid

## Committees

Women in Turner

People of Color (Turner)

## Volunteer Experience

Habitat for Humanity Greater Orlando

-Crew Leader

Service & Love Together (SALT)

-Hospital volunteer

-Homeless volunteer

Eleventh Hour Laborer

-Missionary



## **EXPERIENCE** **Managing Associate, Hotopp Associates**

Freelance, September 2015 - Present, Seattle, New York, NY  
Hotopp Associates is an Emmy Award-winning design firm specializing in broadcast studios, exhibitions, and live as well as televised events.

**CLIENTS** Dreamworks, Carnival, SeaWorld, The CW, Netflix, ESPN

- RESPONSIBILITIES**
- Conceptualize and execute design strategy
  - Create bid drawings and specifications, renders, and presentation materials for client
  - Communicate in a diplomatic manner with multi-disciplinary project stakeholders and teams
  - Provide financial management to all assigned projects, including administering the budget and tracing expenses
  - Supervise scenic fabrication and installation
  - On site art direction and styling of exhibits, corporate meetings, broadcast studios, and live events

## **Art Director / Project Manager, Seth Easter Design**

July 2010 - September 2015, New York, NY  
Seth Easter Design is ABC News's designated Emmy Award-winning live production design firm

**CLIENTS** ABC News, Tony Awards, Madewell, ELLE, L'Oreal, The Oscars

- RESPONSIBILITIES**
- Conceptual and design development
  - Conducted site surveys and created construction drawings and budgets for large-scale broadcast studio renovations
  - Oversaw and assured timely completion of projects within the established budget and schedule
  - Managed all vendors and purchasing
  - Sourced and coordinated all set dressing and props
  - Art directed and styled on-site installations

## **AWARDS** **Art Director's Guild Award, 2014**

Best Art Direction in an Awards show for the 67th Annual Tony Awards

**SKILLS** Vectorworks, Revit, Sketchup, Autocad, 3DS Max, Rhino, public Adobe Creative Suite, Microsoft Office Suite, Quickbooks, Wordpress, speaking, knowledge of building codes and standards, woodworking, metalsmithing, free-hand sketching

**EDUCATION** BFA Interior Design, Pratt Institute, Brooklyn, NY 2006-2010

## ART DIRECTOR/SENIOR DESIGNER

Mobile: [REDACTED]

Email: [REDACTED]

Web: [REDACTED]

Award winning visual content director/designer with recent graduate degree from Pratt Institute. Industry experience ranges from major imprints to global fashion brands as well as advertising agencies. Ten years successfully delivering dynamic projects which activate emotion and intellect to transform creativity into unbound commercial and cultural campaigns.

## EDUCATION

**Pratt Institute**, Brooklyn, NY

M.F.A. in Writing

Digital Design Certificate – May 2018

Thesis Topic: Design of Poetic Activism

**Connecticut Institute of Art**,

Greenwich, CT

Major in Commercial and Fine Arts

Graduate Diploma

Sept 1994 – May 1996

## SKILLS

- Design Communications
- Advertisement Layout
- Logo/Identity Development
- Print Production
- Illustration
- Photo Retouching
- Copy Writing/Poetry
- Web/Mobile Design
- Book Design/Page Layout

## COMPUTER

- Adobe Creative Suite  
InDesign / Illustrator / Photoshop
- Acrobat (PDF)
- MS Word
- PowerPoint
- Webflow
- Sketch
- Type/Font Setting

## ACCOLADES

- CLIO Award – Silver Winner
- Nationally Ranked Spoken Word Artist
- Academy of American Poets Contest – Honorable Mention
- Best of the Net Anthology Nominee (poetry) 2017
- Los Angeles Review of Books (poetry) 2018

## EXPERIENCE

**Rolling Stone Magazine**  
Senior Graphic Designer

Nov 2015 – Nov 2017

**CLIO Silver Winner 2016** – Dos Equis, Most Interesting Man, Final Interview (Adios Amigo)

Created promotional ad materials for the marketing department

- designed cover ad and editorial layout for LEVI'S Iconic Denim
- laid out Faux cover and designed editorial layout for Dos Equis
- developed editorial ads – Gillette, M&Ms, RAM Trucks, Transitions Lenses and Various Festivals
- created materials for the Super Bowl events, PowerPoint presentations and web banners

**Urban Word NYC**

Aug 2012 – Jul 2018

Resident Art Director/Designer (freelance)

Designed all brand and event promotional materials

- created logos, book covers, booklets, flyers and web materials for Youth Poet Laureate
- designed promo materials for the Annual NYC Youth Poetry Slam at the Apollo Theater
- **ARTITUTE** Workshop: Educated teens with Graphic Design tools to create posters based on social activism.

**J. Walter Thompson (JWT), New York, NY**

Jul 2008 – Aug 2015

Art Director

Clients include: Estée Lauder Companies (Aramis, Tommy Hilfiger, Aerin Lauder, Tory Burch, Donna Karan, Coach, and more)

Managed a team of branding and mechanical artist, collaborated with Creative Directors, Brand Managers and Video Producers to create video shorts, gift endings for international marketing, digital platforms and in-store promotions.

- developed and design print advertisement including brand collateral
- story boards, brochures, book covers, mall banners, interior art, flyers, direct mails, sales sheets
- brand identity (logos and letterheads) and packaging
- photo retouching and color correcting
- oversaw edits on t.v. commercials in multiple languages (copy, images, and visual effects)
- revised old dies for new design appearance
- selected typography, color, illustrations, photography and other imaging
- assisted in the selection of art, stock photography, and voice over talent
- developed event-specific logos and sales promotional pieces

**Laird and Partners, New York, NY**

Mar 2005 – Jun 2008

Production Designer

Clients include: GAP, Nautica, Juicy Couture, Vera Wang, Bottega Veneta, DKNY and Schweppes

Collaborated with Art Directors and Copy Writers in creating ad mechanicals for magazines, billboards, production proofs, comps and mock-ups for new business presentations.

- supervised production team work flow and finalizing files
- generated ad layouts and paste-up
- photo retouching and color correcting
- dispatched ads into system for production
- coordinated the typesetting, photography, artwork and printing
- prepared files for release to printers and various international trade publications

**Marc Eckó Enterprises (Eckó Unlimited), New York, NY**

Nov 2002 – Mar 2005

Senior Production Artist

Print Production Manager of all promotional materials, supervised a production team, demonstrated a keen ability to successfully meet tight deadlines, manage work flow to finalize files in accordance with numerous high-profile magazines and various international vendors.

- dispatched ads into data systems for production
- coordinated the typesetting, photography, graffiti art, and illustration
- prepared files for release to printers and various international trade publications
- ran proofs (checking print films for matching colors)
- produced printouts, comps and mock-ups for presentations
- communicated with clients and numerous sales departments

**Ziccardi Partners Frierson Mee, New York, NY**

Jan 2002 – Aug 2002

Production Artist

Clients include: Bravo TV Network, Radio City, Charles Schwab, Ellen Tracy, Mandy, Millennium Hotel, Mumm, Fortunoff, Midori, Lillet and Loews Hotel

Collaborated with designers, managed work flow, finalized ad files for various regional and international magazines.

- created ads mechanicals for print production