

# TOP 10 RESUME TIPS

## Quinn Alvarez

(123)-456 7890 qalvarez@massart.edu  
portfolios.massart.edu/qalvarez

### Education

**Massachusetts College of Art and Design**, Boston MA  
BFA Illustration; Expected May 2021

### Honors & Awards

Provost Scholarship, 2020  
Recipient of Outstanding Student Award, 2019

### Related Experience

**Metadesign**, Cambridge MA  
Visual Design Intern, *Summer 2019*

- Assisted creative director with infographics and presentations
- Shadowed meetings and presentations to clients
- Updated presentation files following the design templates
- Created illustrations and edited existing images

### Additional Experience

**GameStop**, Boston MA  
Sales Associate, *Oct 2019– Present*

- Assists customers and stocked shelves
- Manages social media marketing

**Fenway Parking Garage**, Boston MA  
Valet, *May 2018–Sept 2019*  
*Parked cars for garage located near Fenway Park*

**Trader Joes**, Brookline MA  
Sales Associate, *Oct 2017– May 2018*  
*Assisted customers and stocked shelves*

### Activities

**MassArt/Habitat for Humanity, Alternative Spring Break**, Spring 2019  
*Worked with a group of 24 students to build a home in Laredo, TX*

### Skills & Interests

- Adobe Photoshop, Illustrator, InDesign
- HTML, CSS, Dreamweaver, Flash
- Microsoft Word, Excel, PowerPoint, Outlook
- Web and Interactive Design, Video Game Industry
- Fluent in Spanish

#### 1. ESSENTIAL CONTACT INFORMATION

Include your preferred name, phone number, email address, and a link to your portfolio. Make sure all information is correct so they can get in touch with you.

#### 2. FEATURE YOUR EDUCATION

Education is first- it is your most relevant experience. Include name of school, degree name, major, graduation year.

#### 3. PRIORITIZE RELEVANT INFORMATION

Put your most relevant qualifications in the top half of your resume so it is easy for an employer to see it in the first 30 seconds. You can create and organize information into sections to do this. However, you will still include non-relevant experiences on your resume.

#### 4. DATES & CHRONOLOGY

List everything in reverse chronological order under each section. Make sure date format are consistent and in month/year format.

#### 5. WORK & OTHER EXPERIENCES

- Include any work experience; it may not be art related but it still will be relevant to employers who want to know how you function in a professional environment.
- Begin each bullet with an ACTION word. Use present tense for present jobs, past tense for past jobs.
- Use bullets to share what you did in this role and how. THIS WILL NOT BE A LIST OF DUTIES.
- Use the first bullet to give the general gist of the role. Use additional bullets to highlight any relevant experience and transferrable skills from that position.
- Use data and facts when possible. Example: "Exceeded sales goals by 20%"

#### 7. ACTIVITIES & MORE

Employment may not be your only experience. You can include activities, student leadership, volunteer, sports, and more.

#### 6. SKILLS

Include a list of selected skills and interests that are relevant to the position. Keep it short, sweet, and YOU.

#### 8. VISUALLY ATTRACTIVE

You don't have to be a designer! But a resume should visually appealing and legible. Make sure fonts & bold/italics are consistent. Avoid: dark colors, borders, underlines, overpowering graphics, and text smaller than 11. Print your resume in black & white and make sure it is legible and fits on a single 8.5x11 page. You may need to edit your resume to make it fit.

#### 9. ABSOLUTELY NO ERRORS!

Demonstrate your attention to detail by making sure you don't have any typos, spelling or grammatical errors and with well written content.

#### 10. GET A SECOND OPINION

Make a Resume Critique appointment with the MassArt Career Development office to get feedback on your resume and how to make it professional. Also, if you are not hearing back after many applications, you may want to review your resume and strategy to make sure it is working for you. Getting a second-set of eyes on your resume is essential!

# 10 RESUME MISTAKES TO AVOID

## 1. GIVING TOO MUCH PERSONAL INFORMATION

Never include information such as your photo, date of birth, street address, SSN, or citizenship status. Employers want to avoid the appearance of bias in the hiring process and won't review resumes with personal information.

## 2. VAGUE PROFILE or OBJECTIVE STATEMENTS

A profile or objective statements can often be vague and doesn't add valuable information. Instead, use a personalized cover letter to introduce yourself and connect your experience to the specific position.

## 3. LIST OF EXHIBITIONS

Employers are interested in information that will show *how you will do a job in a work environment*. Exhibits are not relevant and are best listed on an artist resume, not a job resume.

## 4. UNCLEAR EXPERIENCE

- Don't leave out important details! For each experience, include organization, city/state, job title, and dates in a month/year format. Make sure the information and format is consistent throughout.
- Do not give a long, full list of job duties for each position; use bullet points to summarize relevant experience that can be transferred to the position you are applying for.
- Pay attention to grammar; avoid verbs ending with *-ing*. Use present tense for present jobs, past tense for past jobs. Begin each bullet with an action word! This makes it easier to skim and understand what you have done.
- Don't use first person (I, me, my, mine) on a resume.

## 5. REVERSE THAT CHRONOLOGICAL ORDER

List your most recent experience first! Experience should be in reverse chronological order under each section.

## 6. MAKING AN EMPLOYER HUNT FOR RELEVANT INFORMATION

Employers spend an average of 30 seconds looking at a resume. They won't read pages of text looking for relevant skills. Edit and organize your resume to make sure they can immediately find what they are looking for.

## 7. BURYING EDUCATION AT THE BOTTOM

List Education first; it is relevant to what you are applying for and provides context for an employer reading your resume. Make sure details are complete: Correct name of college, degree name, major, graduation year

## 8. DISTRACTING FORMAT

Avoid dark colors, borders, underlines, overpowering graphics and small text. Make sure everything is consistent and the layout lines up. A bit of personality is okay as long as it the resume is still simple and legible.

## 9. TYPOS, SPELLING ERRORS, BAD GRAMMAR

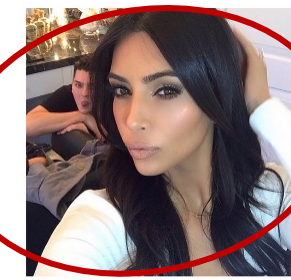
Employers will pass on resumes with any errors! They look for candidates who demonstrate attention to detail.

## 10. NOT GETTING A SECOND OPINION

Make an appointment with the MassArt Career Development office to get feedback on your resume and how to make it professional. Getting a second-set of eyes on your resume is essential!

No photo!

Needs Revision!



Quinn Alvarez  
~~123 Park St, Carlisle, MA 01741~~  
~~(123)-456 7890~~ [galvarez@massart.edu](mailto:galvarez@massart.edu)  
~~Born: Jan 1, 1990~~  
~~SSN: 123-456-7890~~  
~~Authorized to work in the US for any employer~~

Whoa, way too much information!

What's with the formatting? Aren't they an artist?

Profile	<del>Hello!</del> I'm quinn and i'm a sophomore in illustration. I'm looking for an internship or job that will use my skills. I like to paint and draw especially with water color and pastels. I'm really good at taking photos. I'd love to hear from you!
Honors & Awards	<u>Provost Scholarship</u> <u>Recipient of Outstanding Student Award</u>
Shows	Away Show (curator) All Student Show Boston city hall McAffery Dentistry Needham library
Work	<b>Fenway Parking Garage, Boston</b> Valet, 05/2014-9/2014 Helping park cars for a garage and giving claim tickets to <u>drivers</u> • <b>Trader Joe's Brookline Mass</b> Sales Associate, Oct 2013- May 2014 Cashiering, restocking, cleaning the bathrooms and store, collecting the shopping carts from <u>teh</u> parking lot  <b>GameStop, MA</b> Sales Associate, 2014- <u>I helped customers looking to buy video games. Uses cash register</u> and  <b>Metadesign, Cambridge MASS</b> <u>Visual</u> Intern (2015)
Activities	SGA, Alternative Spring Break, Theater, running, illustrated a poster for foodbank drive and also for a band.
Education	Mass. College of Art Boston MA 2017-2021
Skills & Interests	<ul style="list-style-type: none"> <li>• Microsoft Word, Excel, PowerPoint, Adobe Creative Suite</li> <li>• <del>Detail oriented, Patient, and Hardworking, Really good working with people.</del></li> <li>• <del>Customer service</del></li> <li>• Baking, swimming, travel, Spanish</li> </ul>
My Art	<ul style="list-style-type: none"> <li>• <a href="https://portfolios.massart.edu/quizbot629Ru372xS1">https://portfolios.massart.edu/quizbot629Ru372xS1</a></li> </ul>

Underlining makes these look like they should be web links

Hmm... lots of typos & not written well. Do they care about what they do?

I almost didn't see this! Tell me more...

What major? What degree?

Demonstrate these skills when describing your work experience!

Do I have to type all this into my web browser?