

Employment Resume

Your resume is an outline of your education, professional experience, and skills. Once you have a basic one-page resume you can update and expand it over time. This document will help an employer determine if you're a potential fit for an organization and should be contacted for an interview.

HOW TO GET STARTED

Start by writing a list of all of your accomplishments and job experiences since arriving at MECA. You don't need to worry about the layout in your first round.

Once you've created a first draft, format your information in a clear manner using one or two columns. It's okay to work with a pre-designed template. Look over your resume with a faculty member and peer. Proofread several times before sending it to anyone.

WRITING TIPS

- Use active, not passive, language.
- Be concise and specific in your writing.
- Use short statements in running list form rather than full sentences.
- Avoid the word "I".
- Focus on defining skills and employ strong verbs: see page 52 for a recommended vocabulary list.
- Don't exaggerate your accomplishments or responsibilities.
- Be consistent in how you list (or abbreviate) dates and locations. Generally, locations are listed as city, state abbreviation. For locations outside the U.S. include the country abbreviation.

DESIGN TIPS

Keep your resume to one page. If needed, edit down dated or less relevant experiences, such as work experience and activities more than four years old.

- Always use 8.5 x 11 in. paper.
- Assume your resume will be printed in black and white.
- Consider your margins: to be safe, leave at least 0.5 in. margin on all sides of the page.
- Make the type legible, stick between a size of 9–11 pt.
- Unless you feel confident in your typographic skills, use a standard font such as Helvetica or Times New Roman.
- Spacing, bold type, or all caps can be used strategically to establish hierarchy on the page and make your resume easier to read.

PERSONAL BRANDING

If you use a personal logo, consider including it on your resume. Use the same design sensibility on your resume that

you use on your website, business card, and other self-marketing materials to create a cohesive visual tone.

WHAT TO INCLUDE

Review all the standard categories below and adhere to the guidelines listed for each. Write entries in reverse chronological order, listing most recent experiences at the top of each category with corresponding dates. Make sure to use the correct tenses for past and current experiences. You do not need to list references on your resume.

Contact Information

- Include name, address, email, and website at the top of the page.
- Consider making your name bold or in larger type on the page.
- You can list your address as city, state, and zip code. You don't need to include street address. Be wary of listing your home address if you post your resume online.

Objective

Including an objective at the top of your resume is optional. An objective is 1–2 sentences that clearly outline your professional goals within the context of the position you are applying for. Remember that an objective can also be conveyed in a cover letter or interview.

Education

- Order from most recent to past.
- Include degree (i.e. BFA), major, full name of institution, location, and year of graduation.
- In addition to your undergraduate degree, you can list minors, Pre-College, study abroad programs, certificates, and continuing studies courses.
- You can list your GPA if it is 3.3 or above.
- Until you graduate, indicate you are a current student by including the words "expected graduation" or "candidate" after the year of graduation.
- Don't include high school unless you went to a well-known private school.
- You don't need to list coursework related to your major.

Experience

If you have a range of experience, you can choose to group work experience by type. For example, you can create sub-categories, such as Work Experience, Illustration Experience, Photography Experience, or Freelance.

For full-time or part-time jobs:

- Order from most recent to past.

Sometimes the term CV and resume are used interchangeably. Generally, a Curriculum Vitae, or CV, is a long-format resume that's often used to apply to jobs in academic settings. At this stage in your career, it's unlikely you will need to create a CV.

- Include dates of employment, name of company or organization, job title, and location.
- Write a short description of responsibilities in running list format that indicate your role and skills.
- When applicable, such as working for creative agency, list 2–3 clients you created work for.

For freelance or individual commissions:

You can choose to list individual projects or group freelance work into one entry called Freelance.

- Order from most recent to past.
- If listing all your freelance work as one entry, include a short description of your range of work followed by a select list of 2–5 clients or specific projects using the language: Select Clients or Select Projects.
- If listing each freelance project individually, follow the same format as other job experiences. Include client name, location, project title, and project dates. Follow with a short description of the project(s) and client. If you have created multiple projects for one client, list them together in one entry.

Exhibitions

Differentiate Solo Exhibitions, Two-Person Exhibitions, and Group Exhibitions.

- Order from most recent to past.
- Include exhibition title (in italics), gallery or exhibition venue, location, year.
- For Two-Person Exhibitions, you can include the second artist at the end of the entry if it is not stated in the exhibition title, for example: with Jane Smith.
- For Group Exhibitions, you can choose to list curator(s) or juror(s) at the end of the entry, for example: curated by Jane Smith.

Honors and Awards

- Order from most recent to past.
- Include academic, professional or community-based awards, scholarships, grants, and honors.

Published Work

Most students do not have published work. You can list small edition zines or artist books under the sub-category Self-Published.

- Order from most recent to past.
- Include publication title, date, publisher, and if applicable, pages or URL. Refer to The Chicago Manual of Style for guidelines on properly citing published works.

Activities

- Order from most recent to past.
- Include clubs or organizations you belong to on or off-campus.
- Include community service or volunteer positions. If needed, include a short description of the organization and/or your contribution.

Skills

It's not necessary to list basic skills that are expected within your discipline and apparent in your portfolio. Instead include skills that are less common within your field or that show a level of specialization or technical expertise.

When listing software include the company name and version, such as Adobe Photoshop CC. Only list skills that you would like to be hired to use in a commercial setting. You can also list proficiency in a foreign language.

Other categories (add all that are relevant):

- Conferences or Workshops
- Collections (Public, Corporate, Private)
- Exhibition Reviews
- Productions or Projects (original works such as Game Projects, Filmography, etc.)
- Lectures or Artist Talks
- Curatorial Projects
- Collaborative Works
- Professional Organizations or Affiliations

HOW TO TAILOR YOUR RESUME

It's a good idea to tailor your resume for different opportunities. This may mean that you change the order of categories for a given audience — however, as a student or recent grad, it's common practice to list education first. You can also edit entries or use specific language to respond to job qualifications.

SAVING AND SENDING YOUR RESUME

Save and send your resume as a PDF document. Include your name in the file name so it is easily identified. Do not send documents that require an application to open, like Microsoft Word, Google Doc, Text Edit, or Pages.

For example:

FirstInitialLastName_Resume.pdf

JSmith_Resume.pdf

FirstNameLastName_Resume.pdf

JaneSmith_Resume.pdf



JONATHAN NOVAK

Portland, Maine
207.000.000
jonathan.r.novak@gmail.com
cargocollective.com/jnovakportfolio

Contact Info
Clearly listed at top of resume. Includes name, location, phone number, email, and website.

Overall Design
Ample white space. 1-column used with relevant dates at left.

EDUCATION

- 2012–present Maine College of Art, Portland Maine – Bachelor of Fine Arts
- 2012 Central Maine Community College, Auburn, Maine – Graduate Certificate in Graphic Design
- 2006–2010 Southern Maine Community College, South Portland, Maine – Associate of Arts

Categories
Clear, bold headings for each category. Education is listed first, followed by experience.

EXPERIENCE

Client Experience
For agency-based work experience, 2–3 select clients are listed to give a sense of industry and capabilities.

- 2014 Puelle Design, Yarmouth, Maine
Design Intern – Work included identity design, brand strategy, print design, information design and environmental design. Clients included Sugarloaf USA, Sunday River and Maine Coast Heritage Trust.
- 2013 The VIA Agency, Portland, Maine
Creative Intern – Worked collaboratively to create an advertising campaign across multiple platforms including print, web/digital, installation.
- 2012–present *Freelance Design*
Clients include Maine College of Art, Alice Design Company, and Carol A. Wilson Architect.
Work encompasses print and web design.

Freelance
Freelance work is grouped into one entry which lists general types of commissions within discipline and 2–3 clients.

Exhibitions
Take advantage of opportunities to exhibit your work at MECA. Clearly distinguish Solo Exhibitions, Two-Person, and Group Exhibitions.

- 2013, 2014 Merit Show – Maine College of Art, Portland, Maine
- 2013 Holiday Sale – Graphic Design Pop-Up Shop, Zand Head Gallery, MECA

AWARDS / SCHOLARSHIPS

- 2013–2015 Art Honors Scholar, MECA
- 2013–2015 The Bob Crewe Foundation Scholarship, MECA
- 2013–2015 WCSH-TV, Arthur G. Hahn Endowed Scholarship, MECA
- 2012–2015 Presidential Transfer Scholarship, MECA

SKILLS

- Software – Adobe Creative Suite, Content Management Systems
- Digital Photography, Videography
- Printmaking – Screenprinting, Letterpress
- Fabrication – Woodworking/Carpentry, Welding/Metalwork, Electrical Systems

Skills
Skills are categorized by type. For example, all software is listed on one line and fabrication skills are also grouped for a quick read. Only list skills you want to be hired for.



JONATHAN NOVAK

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RESUME SAMPLE
Senior Year Student
BFA, Graphic Design

EDUCATION

2012–present
2012
2006–2010

Maine College of Art, Portland Maine – Bachelor of Fine Arts, Graphic Design
Central Maine Community College, Auburn, Maine – Graphic Communications
Southern Maine Community College, South Portland, Maine – Associate of Arts

EXPERIENCE

2014

Puelle Design, Yarmouth, Maine
Design Intern – Work included identity design, brand strategy, print design, information design and environmental design. Clients included Sugarloaf USA, Sunday River and Maine Coast Heritage Trust.

2013

The VIA Agency, Portland, Maine
Creative Intern – Worked collaboratively to create an advertising campaign across multiple platforms including print, web/digital, installation and interactive.

2012–present

Freelance Design
Clients include Maine College of Art, Alice Design Communication and Carol A. Wilson Architect.
Work encompasses print and web design.

EXHIBITIONS

2013, 2014
2013

Merit Show – Maine College of Art, Portland, Maine
Holiday Sale – Graphic Design Pop-Up Shop, Zand Head Gallery, MECA

AWARDS / SCHOLARSHIPS

2013–2015
2013–2015
2013–2015
2012–2015

Art Honors Scholar, MECA
The Bob Crewe Foundation Scholarship, MECA
WCSH-TV, Arthur G. Hahn Endowed Scholarship, MECA
Presidential Transfer Scholarship, MECA

SKILLS

Software – Adobe Creative Suite, Content Management Systems
Digital Photography, Videography
Printmaking – Screenprinting, Letterpress
Fabrication – Woodworking/Carpentry, Welding/Metalwork, Electrical Systems

QUINN SPENCE

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quinnspence.com
@quinleysquare

Contact Info
Clearly listed at top of page. Name stands out in bold, large, all caps letters.

Overall Design
2-column grid handles a lot of information while large all caps headings maintain sense of clarity.

EXPERIENCE

- Aug 2014 - Present **Resident Assistant**, ME
Responsibilities include and implementing projects for students.
- Feb 2017 - Mar 2017 **Volunteer**, IGDA, Sar
Advocated for the Int Association and their partner #resistantatthe2017 Game Developers Conference. Assisted in the operation of the LGBT+ Special Interest Group roundtable.
- May 2016 - Aug 2016 **AM Sweeper**, Canobie Lake Park, Salem, NH
Maintained park cleanliness and assisted guests.
- Jan 2015 - May 2015 **Intern**, Chickadee Games, Portland, ME
Created pixel based in-game assets for Hamster Clock Super Show, animated segments of a trailer in Flash, and play-tested on various platforms and coded in Stencyl.

Date Format
All entries are listed from most recent to past with the appropriate tense. Dates are consistently noted. For work experience and workshops it is useful to include month(s) and year.

EDUCATION

- 2013 - 2017 BFA, New
Maine College of Art, Portland, ME
Expected Graduation: May 2017

Education
Expected graduation date is clearly listed.

HONORS

- 2013 - 2017 Presidential Scholarship, Maine College of Art
- 2016 Outstanding Contribution to Diversity, Maine College of Art
- 2015 Outstanding Student Leader, Maine College of Art
- 2012 Analogous
NH High School

Honors & Activities
Scholarships, volunteer work, or involvement in MECA student groups can make a strong impression and round out academics and work experience.

GAME PROJECTS

- 2017 **Dual Reality Duel (PC)**
Role: Team Member
Compete against an you race to get to work. When one reality interacts with and object, it ripples through the waves of time and space and removes it from the alternate reality.
- 2015 **The Garden of Verging Paths (PC)**
Role: Individual Student Project
A text-based adventure game built using Inform7 that follows a non-linear narrative inspired by a series of dreams.
- 2015 **Hamster Clock Super Show (Mobile)**
Role: Intern at Chickadee Games
A mobile game where the competes on a game of complete challenges.

Notable Projects
Space is allocated for a few complex projects within the industry. Role and short 1-sentence summary of each project is noted.

ACTIVITIES

- 2014 - 2017 Leader, B
Maine Co
- 2014 - 2017 Co-leader, Gender & Sexuality Diversity Club
Maine College of Art
- 2013 - 2017 Member, Running Club
Maine College of Art

Workshops
You can list Visiting Artist workshops that you participate in at MECA.

WORKSHOPS

- 2015 "Trans 101"
presenter, Maine College of Art, Portland, ME, Aug 25, Nov 10.

SOFTWARE EXPERIENCE

- Autodesk** Maya, Mudbox
- Adobe** Photoshop, InDesign, Flash, Premiere Pro
- Other** Unity, Stencyl, Inform7, Final Cut Pro, Microsoft Office, Twine

Vocabulary
Take note of strong, clear vocabulary, such as *advocate, assisted, created, responsibilities include, and maintained.*

CURATORIAL PROJECTS

- 2016 Queer Art Show,
Maine College of Art

QUINN SPENCE

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@quinleysquare

RESUME SAMPLE
Senior Year Student
BFA, Digital Media

EXPERIENCE

- Aug 2014 - Present **Resident Assistant**, Maine College of Art, Portland, ME
Responsibilities include ensuring students' safety, planning and implementing programs, and serving as a resource for students.
- Feb 2017 - Mar 2017 **Volunteer**, IGDA, San Francisco, CA
Advocated for the International Game Development Association and their partner #ResistJam at the 2017 Game Developers Conference. Assisted in the operation of the LGBT+ Special Interest Group roundtable.
- May 2016 - Aug 2016 **AM Sweeper**, Canobie Lake Park, Salem, NH
Maintained park cleanliness and assisted guests.
- Jan 2015 - May 2015 **Intern**, Chickadee Games, Portland, ME
Created pixel based in-game assets for Hamster Clock Super Show, animated segments of a trailer in Flash, and play-tested on various devices. Created concept art and coded in Stencyl.

GAME PROJECTS

- 2017 **Dual Reality Duel (PC)**
Role: Team Member (Global Game Jam)
Compete against an alternate version of yourself as you race to get to work. When one reality interacts with and object, it ripples through the waves of time and space and removes it from the alternate reality.
- 2015 **The Garden of Verging Paths (PC)**
Role: Individual Student Project
A text-based adventure game built using Inform7 that follows a non-linear narrative inspired by a series of dreams.
- 2015 **Hamster Clock Super Show (Mobile)**
Role: Intern at Chickadee Games
A mobile game where players control a hamster as he competes on a game show by racing against time to complete challenges.

SOFTWARE EXPERIENCE

- Autodesk** Maya, Mudbox
- Adobe** Photoshop, InDesign, Flash, Premiere Pro
- Other** Unity, Stencyl, Inform7, Final Cut Pro, Microsoft Office, Twine

EDUCATION

- 2013 - 2017 BFA, New Media with Art History minor
Maine College of Art, Portland, ME
Expected Graduation: May 2017

HONORS

- 2013 - 2017 Presidential Scholarship,
Maine College of Art
- 2016 Outstanding Contribution to Diversity,
Maine College of Art
- 2015 Outstanding Student Leader,
Maine College of Art
- 2012 *Analogous*, Best in Show,
NH High School Film Festival

ACTIVITIES

- 2014 - 2017 Leader, Board Gamers Club,
Maine College of Art
- 2014 - 2017 Co-leader, Gender & Sexuality Diversity Club
Maine College of Art
- 2013 - 2017 Member, Running Club
Maine College of Art

WORKSHOPS

- 2015 "Trans 101," Faculty and Staff Meeting,
presenter, Maine College of Art, Portland,
ME, Aug 25, Nov 10.

CURATORIAL PROJECTS

- 2016 Queer Art Show,
Maine College of Art

Justin Desper

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Portland, ME

RESUME SAMPLE

Senior Year Student
BFA, Textile & Fashion
Design

EDUCATION

- Sept. 2015 – Present **Maine College of Art**, Portland, ME, BFA Candidate, Textiles and Fashion Design
- Jan. 2015 – May 2015 **Southern Maine Community College**, South Portland, ME, Art Concentration
- Sept. 2012 – Jan. 2015 **University of Southern Maine**, Portland, ME, Biology and Ecology
- Sept. 2011 – June 2012 **York County Community College**, Wells, ME, Liberal Studies

EXPERIENCE

- June 2016 – Present **Maine College of Art**, Portland, ME, Teacher's Aid, Assist professors in setting up class. Help instruct students and lead work periods. Pre-College, Continuing Studies, and machine knitting classes.
- Summers 2009 – Present **Coastal Maine Kayak & Bike**, Kennebunkport, ME, Co-Manager/Guide, Ensure the shop runs smoothly and help organize, train, and direct other employees. Bike maintenance, organize rentals, and inform customers about products. As a guide, lead sea kayaking tours and teach rescue techniques. Also lead paddleboarding tours and teach introductory lessons.
- Oct. 2015 – May 2015 **Party City**, Portland, ME, Store Associate: Responsibilities included customer service, retail, and general store upkeep.
- Dec. 2013 – June 2014 **General Store For Pets**, Falmouth, ME, Store Associate, Responsibilities included retail, general store upkeep, and providing information for customers based on their pet's lifestyle needs.

CERTIFICATIONS

- June 2015 State Licensed Sea Kayak Guide
Feb. 2015 American Heart Association CPR and First Aid Certified

SHOWS & EXHIBITIONS

- April 2016 Maine College of Art, MECAmorphosis fashion show, Portland Maine
March 2016 Maine College of Art, Merit Scholarship Show, Portland Maine.

AWARDS

- March 2016 Second place in Maine College of Art's Merit Scholarship Show, Portland Maine.
Aug. 2014 Winner of the Nonantum Resort's 2014 Paddle Battle, Race Kayak Division, Kennebunk Maine.
June 2012 1st Place in Portcon's Armor and Prop Costume Craftmanship Contest, Co-Winner of Portcon's Best Couple Costume, 1st Place in Newbury Comics Costume Contest, Portland Maine.

ACTIVITIES

- Summers 2010 – Present **Camp Mechwana**, Winthrop, ME, Camp Counselor, Volunteer as a camp counselor for an adult special needs camp. Assist and work closely with many campers, all with different needs. Run a cabin for one week each summer and lead junior counselors.
- Aug. 2015 – Nov. 2015 **Portland Ballet**, Portland, ME, Costume designer/creator, Collaborated with other students to design and create seven costumes for Portland Ballet's production of Alice in Wonderland. Worked closely with the director and dancers.

SKILLS

- Sewing Machine sewing, hand sewing, pattern drafting, draping, surface design
- Textiles Machine knitting, tapestry weaving, basic loom weaving, basket weaving, screen printing

ABBIE MASSO

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RESUME SAMPLE

Alum, 1 year after

Graduation

BFA, Illustration

EDUCATION

Maine College of Art, Portland, ME

2014–2016 (expected)

BFA Illustration

Rhode Island School of Design, Providence, RI

Fall 2013, Continuing Studies

Figure Drawing, Advanced Oil Painting Techniques

Pratt Institute, Brooklyn NY

2011–2012

BFA Communications Design

EXPERIENCE

Freelance Illustrator/ Graphic Designer

2012–Present

Work with clients to produce designs and illustrations for commercial and personal projects. Clients include Faces Beautiful Salon, Cider Mill Press Publishers, NY Times best-selling author Cynthia Copeland, Green Spark Farm and more

Cider Mill Press Book Publishers, Kennebunkport, ME

Design Intern, September 2015–December 2015

Designed book covers and interiors; helped to prepare sell sheets and press releases; hand-make mockups of upcoming books in preparation for sales conferences and book expos; managed food blogs Simple Slow Cooking and Porters & Stouts

Hasbro, Inc., Pawtucket, RI

Product Design Intern, Kids Gaming, May–August 2015

Worked with brand and product design teams to brain storm and develop products; created concept sketches, package designs, and color palettes for products; presented original concepts to development team and senior management. Clients included Twister, Jenga, Connect 4 and FurReal Friends

Alex and Ani, East Greenwich, RI/ Portland, ME

Sales Associate, October 2013–May 2015

Interacted with customers to sell locally produced pieces of jewelry; produced content for and maintained store's official social media profiles; assisted in creating and maintaining visual displays of merchandise for windows and within store

HONORS

Maine College of Art Dean's List, Spring 2014–Fall 2015

Maine College of Art President's Scholarship, 2014–Present

Merit scholarship awarded for academic and artistic achievements

Pratt Institute Dean's List, Fall 2011–Spring 2012

Pratt Institute Dean's Scholarship, 2011–2012

Merit scholarship awarded for academic and artistic achievements

WORKSHOPS/ EXHIBITIONS

Senior Thesis Exhibition, Maine College of Art, May 2016

Wake Up Alice!, Group Exhibition, Portland Public Library, 2015

Arts Business Institute Workshop, October 2015

Henrick Drescher Workshop, Maine College of Art, October 2014

Sweet Art Pop Up Shop, Portland Museum of Art, February 2015

SKILLS

Hand Lettering, Adobe Photoshop CS6, Adobe Illustrator CS6, Adobe InDesign CS6, Screenprinting, Visual Merchandising, Social Media