

Resume

Write. Create Hierarchy. Explore Systems.

Objectives

Write a resume. It's never too early to start thinking about your skills and your interests.

Design three versions of the resume. Once the resume is written, you'll design classic, modern, and post-modern versions.

Build the resumes in HTML/CSS. We'll get there. It's good to have a design nailed down before you start building it. Especially when you are just learning the syntax.

Pay attention to details. When writing, make sure you check for spelling and grammar. Use a consistent voice and hierarchy. When designing, pay attention to typographic details such as punctuation, numbers, and abbreviations.

Original text on writing an effective resume is from <http://career.ucsd.edu/undergraduates/prepar-resume-covlet/writing-effective-resume.html>

Writing an Effective Resume

Heading Usually include your name, address, phone number, email address, and URL. If you plan to move while your resume is in use, include your school address and your permanent address. Since you'll be creating a web-based resume, *I recommend only listing your city and state for your address.* You'll buy your domain name next week, so now is a good time to brainstorm what you'd like to use. Consider more than one domain name, since the one you want might be in use. For now, you can use umassd.edu/cvpa.

Objective Have an objective. Know what it is, so you can tailor your language to this objective. DO NOT put the objective on the resume. It's OLD SCHOOL.

Executive Summary Instead on an objective include an executive summary, which should be like a "30-second elevator pitch." "In approximately three to five sentences, explain what you're great at, most interested in, and how you can provide value to a prospective employer," Read more: <http://www.businessinsider.com/why-this-is-an-excellent-resume-2013-11#ixzz3jGwdAAp0>

Education Identify your degree, major, graduation date (anticipated), and school. Include education abroad and relevant vocational schools, certificates, and job training. You may include your GPA if it is 3.0 or higher. Employer expectations may vary.

Course Listings / Projects You may include a short list of courses to show experience, training, or knowledge in the field as long as they are relevant to the job objective. Another option is to highlight the work done in a specific class. Talk up a project from an earlier class. As you gain more experience, replace that project with a more complex project. Choose a project aligned with your objective.

Skills Include specific skills that pertain to your objective such as computer languages, technical skills, and lab techniques. You can include interpersonal and adaptive skills such as communication, leadership, writing research, teamwork, etc. Try to back up each skill on your resume with specific and convincing evidence.

Experience If you have extensive experience, some of it unrelated to your objective, use two subsections: related and additional.

Use your most important and relevant experience to convince the employer that you have the skills necessary to do the job. In this section articulate your accomplishments clearly and concisely using active voice to present evidence of your skills.

Optional information You can include professional and extracurricular affiliations and activities, honors and awards, and sports.

Formatting Keep your resume to one page unless you have extensive related experience. Organize headings so that the most important points are first. Organize information so the most recent experiences are first.

MARIA AMELL

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Consistency!

h2 **EDUCATION**
h3? → University of Massachusetts Dartmouth
College of Visual and Performing Arts
h4? → Bachelor of Fine Arts, Graphic Design
2016 ← *month?*

RELATED WORK EXPERIENCE
h4 *Photographer + Blogger*
h3 **Photographics Department**
Photographed school lectures, campus events, and faculty/staff portraits.
UMass Dartmouth
September 2013 - May 2016 *En dashes!*

Graphic Designer
Peer Health Educators
Designed posters, banners, and web material for campaigns and events, *run by* the Peer Health Educators.
UMass Dartmouth
September 2015 - May 2016 *FIRST*

OTHER WORK EXPERIENCE
Head Lifeguard
Town of Plymouth
Was the first responder in case of emergencies, *and* additionally instructed lifeguards at ponds and beaches for work outs and mock drills to strengthen rescue protocols and techniques.
May 2009 - August 2015

Bold? **PROFESSIONAL DEVELOPMENT**
Graphic Design Club - UMass Dartmouth
Club Secretary
September 2014 - May 2016

Type Teamwork
Collaborative project with designers Mark Jamra, Steve Bowden and Michelle Bowers to create a woodcut font for letterpress.
2015

RISD Lecture Series
Fall 2015

SKILLS
Adobe Illustrator
Adobe InDesign
Adobe Photoshop
Adobe Bridge
HTML/CSS coding
Proficient in Spanish
Emergency Medical Service Certification
Lifeguard/CPR Certification

EXTRA CURRICULAR
? **Habitat for Humanity**
Member
Volunteered in the surrounding communities of the University. Traveled to North Carolina and Kentucky for three alternative Spring Breaks. *FW* Worked with a team of 17 students constructing houses for low income families.
September 2013 - May 2015

Humans of UMass Dartmouth
Founder
Photographed and quoted students around campus for a community service project. The photographs were published in the school newspaper and distributed in brochures. An article was published in the South Coast times in May 2015 about the making of the project.
May 2013 - May 2016 *FIRST*

AWARDS / EXHIBITIONS
Together Exhibition - 2015
Junior Student Work Exhibit, CVPA Gallery
UMass Dartmouth
← give month
Deans List
Spring 2013, Fall 2015