RESUMÉ

NAME:
Replace all of this blue text with how your name will be on your resumé. (This is not your business name. For example, I use "Nikki Arnell" on my resumé even though my real name is Nicole. I did this when I used the silly business name "Stratosphere" for awhile too.)

OBJECTIVE OR PROFESSIONAL PROFILE:
Remove this text and replace with your answers. You may use sentences or bullet points.

EDUCATION:
ARKANSAS STATE UNIVERSITY

DEGREE: Remove the one that does not pertain to you.
• Bachelor of Fine Arts in Graphic Design
• Bachelor of Fine Arts in Graphic Design, Digital Design Emphasis

MINOR
List any minor(s) you will complete. If you have none, write None.

HONORS
List any honors with which you will graduate. If you have none, write None.

RELEVANT CLASSES:
List all classes that obviously explain what you learned.

CERTIFICATES
List any certificate(s) you will complete or have completed. Include the name of the institution that awarded it. Also include (for now) the year it was (or will be) completed.
If you have none, write None.

ANY OTHER EDUCATION COMPLETED WORTH MENTIONING?
List any other education you've completed that you think might be worth mentioning. This includes ESL programs. This also includes Study Abroad, though that may be listed in Professional Experience later. If you have none, write None.

OTHER DEGREES?
List any other degrees you have completed. Include the name of the institution that awarded it. Also include (for now) the year it was completed.
If you have none, write None.

SCHOLARSHIPS
List any scholarships you have won over the year. Include the name of the scholarship and (for now) the year it was won. Usually the name of the awarding source is included in the scholarship name, but list here if it is not (or if you're unsure). If you have none, write None.

PROFESSIONAL EXPERIENCE:

For the first round of text for this project, **list everything and we will edit later.** You should list relevant experience, regardless if it was a "job" or not. This is more important than work experience at a retail store. Don't feel silly adding things, scared they won't apply. We can edit information later! Remember work you did in class for clients counts, even if your piece didn't win! Remember work you did for a family member or friend counts. Remember volunteer work counts. List everything you can think of!

For each listing, **copy and paste the below sections and replace the blue text each time. 3 have been provided, but keep adding more!** For Title, use something like Freelance Designer, Graphic Design Intern, Design Consultant, Art Director, Designer, Volunteer if you did not have an actual job title. See project sheet and workshop slides for more options.

• **Dates** (Month and Year is fine, "present" if still working)**:** Month Year - Month Year
• **Name of Company/Client/Group:** Answer here
• **Location** (City, State…country if not USA)**:** City, State
• **Your Title:** Your Title With Initial Caps
• **What did you do?** Briefly explain here. Use short sentences or bullet points.

• **Dates** (Month and Year is fine, "present" if still working)**:** Month Year - Month Year
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SERVICE:

If you have completed any kind of volunteer service – especially philanthropic community-building – include in initial lists. Don't feel silly adding things, scared they won't apply. We can edit information later! For each listing, **copy and paste the below sections and replace the blue text each time. 3 have been provided, but keep adding more! Remove any that are not used.**

• **Dates** (Month and Year is fine, "present" if still in progress)**:** Month Year - Month Year
• **Name of Company/Client/Group:** Answer here
• **(If applicable) For Whom was the Benefit?** Answer here

- **Location** (City, State…country if not USA): City, State
- **Your Title/Responsibilities:** Your Title With Initial Caps
- **What did you do?** Briefly explain here. Use short sentences or bullet points.

- **Dates** (Month and Year is fine, "present" if still in progress): Month Year - Month Year
- **Name of Company/Client/Group:** Answer here
- **(If applicable) For Whom was the Benefit?** Answer here
- **Location** (City, State…country if not USA): City, State
- **Your Title/Responsibilities:** Your Title With Initial Caps
- **What did you do?** Briefly explain here. Use short sentences or bullet points.

- **Dates** (Month and Year is fine, "present" if still in progress): Month Year - Month Year
- **Name of Company/Client/Group:** Answer here
- **(If applicable) For Whom was the Benefit?** Answer here
- **Location** (City, State…country if not USA): City, State
- **Your Title/Responsibilities:** Your Title With Initial Caps
- **What did you do?** Briefly explain here. Use short sentences or bullet points.

ORGANIZATIONS:

Are you a member of anything, especially things like AIGA or AAF that is recognized? Or an international student group? Or a sorority or fraternity? Or a group within your religious organization? Define any acronyms you use, even if you think I know them. It is ok if you are repeating something you listed in Service.

For each listing, **copy and paste the below sections and replace the blue text each time. 3 have been provided, but keep adding more! Remove any that are not used.**

- **Dates** (Month and Year is fine, "present" if still part of group): Month Year - Month Year
- **Name of Group:** Answer here
- **What is the purpose of the organization?** Answer here. You may also link a Mission Statement if you would like, but this is not necessary.
- **Geographic Scope:** Is this a local chapter of a national organization? Is this an online organization that is instead grouped via its interest? Etc.
- **Your Title/Responsibilities:** Your Title With Initial Caps

- **Dates** (Month and Year is fine, "present" if still part of group): Month Year - Month Year
- **Name of Group:** Answer here
- **What is the purpose of the organization?** Answer here. You may also link a Mission Statement if you would like, but this is not necessary.
- **Geographic Scope:** Is this a local chapter of a national organization? Is this an online organization that is instead grouped via its interest? Etc.
- **Your Title/Responsibilities:** Your Title With Initial Caps

• **Dates** (Month and Year is fine, "present" if still part of group)**:** Month Year - Month Year
• **Name of Group:** Answer here
• **What is the purpose of the organization?** Answer here. You may also link a Mission Statement if you would like, but this is not necessary.
• **Geographic Scope:** Is this a local chapter of a national organization? Is this an online organization that is instead grouped via its interest? Etc.
• **Your Title/Responsibilities:** Your Title With Initial Caps

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AWARDS:
If you have them. If you have won an Addy, then you must call it a Student Addy (assuming it was). For each listing, **copy and paste the below sections and replace the blue text each time. 3 have been provided, but keep adding more! Remove any that are not used.**

• **Date Awarded:** Month Year
• **Name of Group Awarding:** Answer here
• **Name of Award:** Answer here
• **Who judged this award?** Answer here if you can with name(s) and credentials. This is not the group, but the judges. If you do not know even after you research, write "Information not found."
• **Explain what won the award:** List the title of the piece of design/artwork and explain it. If the award was for something else, explain here.

• **Date Awarded:** Month Year
• **Name of Group Awarding:** Answer here
• **Name of Award:** Answer here
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• **Explain what won the award:** List the title of the piece of design/artwork and explain it. If the award was for something else, explain here.

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SKILLS:
Do you speak a foreign language? Have you attended management seminars or national AIGA

workshops? Don't feel silly adding things, scared they won't apply. We can edit information later! For each listing, **copy and paste the below sections and replace the blue text each time. 3 have been provided, but keep adding more! Remove any that are not used.**

Skill: Answer here
Explain: Answer here

Skill: Answer here
Explain: Answer here

Skill: Answer here
Explain: Answer here

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SOFTWARE SKILLS:
Depending on your information, these may be listed with Skills on your resumé later. Common software skills are listed below.
Remove any that do not apply and add any that are not listed.
After the software that you do know, **keep only one - Expert, Intermediate, or Beginner**, **though this will not be listed on your resumé. HAVE AN EGO!**

• **Adobe Photoshop** Expert | Intermediate | Beginner
• **Adobe Illustrator** Expert | Intermediate | Beginner
• **Adobe InDesign** Expert | Intermediate | Beginner
• **Adobe Fresco** Expert | Intermediate | Beginner
• **Procreate** Expert | Intermediate | Beginner
• **Adobe XD** Expert | Intermediate | Beginner
• **Sketch** Expert | Intermediate | Beginner
• **Adobe Dimension** Expert | Intermediate | Beginner
• **Blender** Expert | Intermediate | Beginner
• **Adobe Premiere Pro (and/or Rush)** Expert | Intermediate | Beginner
• **Adobe Audition** Expert | Intermediate | Beginner
• **Adobe Animate** Expert | Intermediate | Beginner
• **Adobe Character Animator** Expert | Intermediate | Beginner
• **Moho Pro** Expert | Intermediate | Beginner
• **Adobe Audition** Expert | Intermediate | Beginner

CODING
• **html** Expert | Intermediate | Beginner
• **css** Expert | Intermediate | Beginner
• **Python** Expert | Intermediate | Beginner
• **Swift** Expert | Intermediate | Beginner
• **JavaScript** Expert | Intermediate | Beginner
• **Ruby** Expert | Intermediate | Beginner

• **PHP**   Expert | Intermediate | Beginner

ANY OTHER INFORMATION? Answer here or remove.

File : Save As **YOUR LAST NAME_Resume_FORM_SPG21**.INDD.
Then File : Export to a PDF for Slack.

RUN A SPELL CHECK.
1. No text boxes selected.
2. Go to Page 1. Nothing selected, but Select Tool Arrow on tool bar (not Type Tool).
3. Edit : Spelling : Check Spelling >> (Ignore resumé warning - it's fine.)

Grammar should also be good because you are required to have at least the free version of Grammarly installed on your computer.

REMOVE ANY BLANK PAGES