**What to Include in Your Graphic Design Resume**

Below is a list of everything I would include in a graphic design resume in order of importance.

**Name and Contact Info**

You want to display your name in a very noticeable location along with all your contact information. It may be a good idea to put graphic designer some where in the resume as well in case some on needs to quickly figure out what type of resume your is.

**OPTIONAL - Personal Statement (also known as your objective or mission statement)**

This where you would write a brief statement about your goals, desired position and how you can benefit your potential employer. I’ve seen a lot of variations here; Some resumes have a generic objective, some have more of personal statement and some resumes don’t even have this section and instead go right to the experience section.

**Your Experience**

list you job experience here and make sure to include the job title, employment dates and a brief description of what you did and or accomplished. You can also add the location of the job if you want, but I don’t think its as important as the other information.

**Education**

Below is a list of information that should be included in the education section

\* Your Degree and Major (e.g., BFA in Graphic Design)

\* Date of Graduation (Month and Year)

\* College You Attended

\* Location of Your College (City and State)

**Capabilities**

This is an area where you can write things such as: extensive experience dealing with clients, experience managing multiple projects at once and so on.

**Software Skills**

List your software, coding and other design related skills and organize them into categories if you have a lot of different technical skills.

**Awards**

If you have won any awards, contests, been featured anywhere or have had any shows make sure to mention them here.

**Organizations**

Employers love to see that you are involved in the design community so if you belong to any design organizations then list them!

**Interests**

This isn’t really necessary, but if you are applying for a job and want them to know you have interests related to the job this would be a good place to mention them. I would keep this section at the very end of the resume.

**References**

I would not list references directly on the resume, although some resumes I have seen do have them on the actual resume page and are effective. Place them on a separate sheet, or references available upon request. Just make sure that you have the references if they do ask for them!

**What not to Include in Your Resume**

\* A super generic “objective” at the top of your resume

\* Obscure interests that do not relate to design

\* Potentially offensive material. I will leave this one up to you guys because I don’t want to get in the way of anyones beliefs or views, but be careful mentioning or including work related to politics, war, religion and so on. Its impossible to gauge how some one will react to sensitive topics, so sometimes its better to be safe then sorry.

**Final Preparations**

\* Have people with resume experience read over your resume to try and catch errors.

\* Check for consistency with formatting, such as do all bulleted sentences end with periods, or do some have periods and some don’t?

\* Spell check your resume again!