

RESUMES 101



Career Development + Work Integrated Learning

WHAT IS A RESUME

- A demonstration of your qualifications and your suitability for the type of position/employment you are seeking
- An outline of your education, experience, and skills
- A summary of your abilities, accomplishments, and attributes
- Your opportunity to stand out from other applicants

RESUME/CV TIPS

- Not a list of job descriptions, rather a list of successes, skills, strengths
- Focus more on *how* you did your job, what *skills* you used, not what duties you performed
- Visually pleasing: consistent, concise, professional, uncluttered (1 or 2 full pages)
- Create a hierarchy/structure and stick to it
- Relevant experience/skills should be highlighted
- Create a MASTER resume, then CUSTOMIZE for each specific job you are applying for

TYPES OF RESUMES

Chronological (lists experience in reverse chronological order)

Functional (headings such as: Communication Skills, Project Management Skills, etc. Followed by a list of where you worked)

Combined (*most often used*, a combination of both the above types)

REQUIRED RESUME ELEMENTS

a. Correct Contact Information:

Name, Address, Email, Portfolio/Web Links,
Phone number with messaging capability
(prominent at the top of your document)

b. Highlights of Qualifications

“Career Objective” is now generally replaced by
“Career Profile” “Professional Summary” or
“Professional/Branding Statement”
(that demonstrates your suitability for the job)

c. Education (don't list your high school)

Degree + Major, Graduation Date

REQUIRED RESUME ELEMENTS 2

d. Skills (studio, technical, interpersonal, functional etc.)

e. Experience

- can be separated into “Related Experience” and “Additional Experience”
- Can include class projects and collaborations
- NOTE: it doesn’t matter if you were paid

f. Volunteer Experience (Volunteer experience is always positive to include)

g. Additional Information, Achievements, Certifications (relevant to the position)

SKILLS

Take cues from the job posting as to what skills to be highlighting

FUNCTIONAL SKILL SETS:

COMMUNICATION SKILLS

Writing
Critique / Articulate
Presentation
PR

TEAM + LEADERSHIP SKILLS

Collaborate
Team Player
Lead
Facilitate

CRITICAL THINKING SKILLS

Critical problem-solving
Intuitive thinking
Strategic thinking
Analysis / Evaluation
Research

ORGANIZATIONAL SKILLS

Multi-tasking
Time management
Project management
Planning
Trouble shooting

SKILLS 2

CREATIVE SKILLS

Creative process
Colour theory
Visualization strategies
Iteration
Visual Storytelling
Creative thinking

STUDIO SKILLS

Carpentry
Fabrication
Installation
Painting, Drawing, Photography
Ceramics
Lighting, Sound, Video, Editing

SOFTWARE SKILLS

Adobe Suite
Microsoft Office
Web based platforms
Wireframing software
3D Modeling software
Social Media
E-commerce

INTERPERSONAL SKILLS

Responsible
Motivated
Flexible
Patient
Empathetic

EXAMPLE RESUMES

JANE DOE

1234 West Broadway, Vancouver BC V2N 1B3
JDOE@ECUAD.CA 604 555 5555 JANEDOE.COM

creative maker / problem solver / innovative
interdisciplinary / strong communication and
interpersonal skills

EDUCATION

Emily Carr University of Art + Design

Vancouver BC, 2017 - present
BFA in Animation, May 2021

Portfolio Based Scholarships/Awards:
MS Excellence Scholarship, Trustee Scholarship,
Foundation Recognition Award

ILLUSTRATION / ANIMATION FOCUS

- Visual Development
- Background and Environment Art
- Character Animation and Design
- Concept and Storytelling

RELEVANT COURSEWORK

- Sequential Art
- Illustration I and II
- Character Design for Illustration
- Life Drawing
- Advanced 2D Animation
- Intro to 3D Animation

NOTABLE PROJECTS

Coming to Life | Class project 2018
Group project outlining the process of digitally
animating hand drawn illustrations

Angels | 3D Animated Short Film 2018
Collaborated with a small group of 2nd year students
on this class project - 2D storyboard, concept art,
backgrounds
3D: camera, lighting, animation, colouring,
compositing, sound

The Stars in Our Skys | Book 2016
Provided 2D illustrations for an independent
children's book

SKILLS

Computer

Mac OS. Windows, Adobe Suite, (Photoshop,
Dreamweaver, Flash, Premier Pro, After Effects),
Final Cut Pro, 3DS Studio, Wacom Tablet

Studio

Representational Drawing and Painting in acrylic,
watercolour, ink, graphite, charcoal.
Hand drawn 2D animation and production.
Experience in sculpture, installation, and stop motion
animation.

LEADERSHIP

Student Union Board, Member at Large 2018
Elected by peers in my area of study to represent
the student membership

Emily Carr Open House Student Panel 2017
Nominated to speak and represent the university
to over 400 prospective students and parents

YMCA Leadership Seminar 2016
Participated in leadership training and focused
workshops on community building and social action

ADDITIONAL EXPERIENCE

JJ Bean, Vancouver BC Jan 2018 to present
Barista
Worked as a part of a team to serve and accommodate
customers, operated register and prepared beverages

London Drugs April 2016 - Oct 2017
Stocking Assistant
Maintained stock levels on shelves,
merchandised item for visual appeal, assisted customers

Gina Smith

1234 Commercial Drive
Vancouver, BC, V5N 1C4
(123) 456- 890
Gina.smith@gmail.com

www.gsmithdesign.com

Skills + Abilities

- Creative Problem Solver
- Highly collaborative
- Focused, Dedicated and Reliable
- Visual Design
- Quick Learner
- Web + Mobile Literate

Technical Skills

- Graphic Design
- Info Graphics
- Adobe Illustrator
- Indesign
- Lightroom
- Photoshop
- Photography

Emerging visual designer with a focus on innovation
brand creation, immerging design methodologies,
technology, and visual storytelling

Education

September 2017 - Present Emily Carr University of Art + Design, Vancouver, BC
Bachelor of Design, majoring in Communication Design

Related Experience

January 2020 - Present *Junior Designer* • Crush Marketing (Vancouver BC)
Create visual graphics for social media content using
Adobe Suite (Photoshop, Indesign, Lightroom).
Collaborate with the team to ensure project timelines
are met.

November 2019 *Team Participant* • Game Pop, 48 hour Game Jam
(Vancouver, BC)
With a team of UX/UI designers and developers, apply
develop visuals for a fast paced mobile app game design
session/competition.
Award: best rookie team design

October 2019 *Find Me Info Graphic* • 2nd year Group Project
Created an Info Graphic as part of a group project to distill
data from complex alumni mapping search into an info
graphic

Additional Experience

September 2018 - April 2020 Volunteer Designer at TEDxEQUAD:
As a part of the TEDx team, I created production ready
targeted visual assets for use on social media, web and print
while keeping to a tight design schedule

August 2017 Wayfinding Volunteer at BC Children's Hospital

Achievements

March 2018 Foundation Year Group Exhibition,
Emily Carr University of Art + Design

JANE ECUAD

jane@janeecudadcom | (222)-222-2222 | www.janeecudad.com

STUDIO EXPERTISE	Digital photography	Canon and Nikon DSLR systems; advanced Adobe Photoshop CS6 and Lightroom 4 editing workflow; X-Rite i1 device color calibration; Epson Stylus Pro series fine art printing workflow
	Analog photography	Large format view camera, Mamiya 7II rangefinder, Hasselblad 500C/M SLR, various 35mm systems; C-41 hand processing, silver gelatin B&W processing and printing; chemical darkroom set-up
	Studio lighting	Novatron, Calumet, Smith Victor, Lowel light kits; multiple- and mixed-light setups with constant lights and off-camera strobes; metering techniques and color balancing procedures for analog and digital
	Design	Adobe Illustrator and InDesign CS6; Blurb.com and MagCloud.com advanced book and publication design
	Audio & video	Tascam field recording equipment, Pro Tools LE; Final Cut Pro X; Epson, Panasonic, Hitachi projectors
	Other skills	Mac OSX, Keynote, Microsoft Office 2011; woodshop equipment and procedures; frame assembly
EDUCATION	2012	BFA Photography Major, Emily Carr University of Art + Design, Vancouver, BC
PROFESSIONAL EXPERIENCE	2007-13	Freelance Photographer, Vancouver, BC and Toronto, ON Clients include: Public Art Program City of Vancouver, Emily Carr Comms Department; United Nations Commission on the Status of Women, Lambda Legal in New York
	2011	Student Monitor, Photo Department, ECUAD, Vancouver, BC Handled fine art print jobs for grad students on large format Epson printers; streamlined Lab's printing procedures and created step-by-step printing workflow instructions for students and faculty
	2007-10	Assistant to the Director, CITYarts, Inc, Toronto, ON Reported to Executive Director of historic public art 501(c)3 non-profit; managed three full-time employees; hired and supervised twenty interns annually; wrote corporate, private, and government grant proposals
	2007	Studio Intern, Jeff Harris Photography, New York, NY Set up and struck sets; assisted on commercial shoots for Marie Claire, Glamour, Travel + Leisure
	2006	Lighting on the Edge workshop, Maine Photographic Workshops, Rockport, ME Completed weeklong intensive class on advanced strobe and nighttime lighting techniques
SELECTED EXHIBITIONS	2013	Smörgåsbord, juried by Paddy Johnson, Gallery CA, City Arts, Toronto, ON Printed Matter Art Book Fair, Arts & Sciences Projects booth, The Geffen Contemporary at MOCA, Los Angeles, CA
	2012	Ekphrasis, Grad Show Exhibition, Libby Leshgold, ECUAD, Vancouver, BC LUX Juried Invitational Benefit Exhibition, Place de Arts, Vancouver, BC Young Blood 2012, , Place de Arts, Vancouver, BC Good Light Photography Exhibition, Current Space, Vancouver, BC Voyeurism/Intimacy: The Public/Private Divide, juried by Todd Hido, RayKo Photo Center, San Francisco, CA 2011 Nowhere More Familiar, solo exhibition, Centre A, Vancouver, BC Studios, curated by Shane Lavalette, hosted by Lay Flat and Light Work, Vancouver, BC Student Show, Libby Leshgold, ECUAD, Vancouver, BC
	2010	Objects in the Mirror, hosted by Helac & Wirth Art Advisory, Kitchen Habitat, New York, NY

WHAT NOT TO INCLUDE ON YOUR RESUME

- Age
- Gender
- Nationality
- Picture

References

Have a list of references prepared that includes: reference name, job title, place of employment, phone number and email address.

Make sure you:

- Contact your reference so they expect a call
- Give them a recent copy of your resume
- Let them know a bit about the job your applying for

CUSTOMIZING YOUR RESUME

A RESUME DOESN'T GET YOU THE JOB – IT GETS YOU AN INTERVIEW

- Most resumes get only a 20-30 second scan (sometimes by a bot)
- Scan the job posting for keywords and phrases that demonstrate what the employer is looking for
- Use these keywords and phrases in your resume

BC CHILDREN'S HOSPITAL DIGITAL LAB - GRAPHIC DESIGN CO-OP

Job Description

We are looking for a standout Graphic Design Intern to join our highly-skilled cross-functional team focused on delivering pioneering solutions within the digital health care sector with digital projects across the spectrum of pediatric health, including research, education, health advocacy, and the delivery of clinical services.

Work Performed

- Create, iterate on, and finalize production ready visual assets
- Translate concepts into infographics with an eye towards storytelling
- Maintain and share a strong understanding of current design trends including illustration styles, typography, colour, etc.
- Design high-fidelity mockups for mobile-responsive websites
- Collaborate with developers to transform visual designs into functional digital solutions
- Contribute to ongoing improvement of team practices and procedures

Qualifications

- Experience with Adobe Creative Suite (with a focus on Illustrator, Photoshop, and After Effects)
- Attention to detail and a dedicated team player
- Problem diagnosis and creative problem-solving skills
- Strong organizational skills to juggle multiple tasks within tight timelines
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse technologies and techniques
- Solid ability in both written and verbal communication
- High degree of independent judgment

Nice to Haves

- Familiarity with video production
- Experience with Invision (or prototyping tool)
- Experience or familiarity working within an Agile design process

How to Apply

Apply with a resume and a link to your digital portfolio showcasing your design skills

- Create, production ready visual assets
- infographics
- storytelling
- current design trends : illustration styles, typography, colour,
- high-fidelity mockups for (mobile-responsive) websites
- Collaborate with developers
- Team team player
- Adobe Creative Suite
- Attention to detail
- creative problem-solving
- organizational skills
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- fast-paced environment, learn rapidly master diverse technologies
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- Brand Creation

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CVS

Content specific to a CV not generally listed in your Resume that is ACADEMIC/PROFESSIONAL

- **Publications**
- **Awards/Scholarships/Grants Teaching Experience: Workshops, Courses, Programs**
- **Professional Memberships/Organizations/Affiliations**

CVS CONTINUED

Content specific to a CV not generally listed in your resume that is PUBLIC

- **Exhibitions (group, solo)**
- **Screenings/Film Festivals**
- **Residencies**
- **Commissions**
- **Collections**
- **Collaborations/Projects**

EXAMPLE CVS

JOHN ECUAD

1234 Commercial Drive, Vancouver BC V5N 1C6

604-123-4567

johecuad@gmail.com

www.jecuardart.ca

EDUCATION

2019 Bachelor of Fine Arts Degree, Major: Visual Art,
Emily Carr University of Art + Design, Vancouver, BC

SOLO EXHIBITIONS

2019 *Re/Visions*, The Western Front Gallery, Vancouver, BC

SELECTED GROUP EXHIBITIONS

2019 *The Show at Emily Carr, Graduation Exhibition*, Michael O'Brian Exhibition Commons,
Emily Carr University of Art + Design, Vancouver BC,

2018 *Inter exchange, The Exchange Exhibition*, Michael O'Brian Exhibition Commons,
Emily Carr University of Art + Design, Vancouver BC

2015 *The Foundation Show*, The Concourse Gallery, Emily Carr University of Art + Design,
Vancouver BC

PRESS / PUBLICATIONS

2018 Woo 'Sublime Structure', Cara Ober, Volume 68/Number 11, December
Woo 'Taking the Heat', Jake Coulson, Volume 66/ Number 3, September

2017 Vancouver is Awesome Draw, The Genuine Article, illustration, April 25

HONORS AND AWARDS

2019 The Moment Factory Grad Award, Emily Carr University of Art + Design - Recipient

2015 Entrance Scholarship, Emily Carr University of Art + Design

BEN SMITH

1234 East Street, Vancouver, BC, V5N 1T4
Email: bensmith@domain.com

Phone: 555-555-5555
Demo Reel URL

Fourth year Film & Screen Arts student with a focus on cinematography & a passion for the art of visual storytelling, seeking a cinematography internship. Fast learner, innovator & hard worker with a keen eye for detail & strong command of camera & editing techniques.

SKILLS: EQUIPMENT & TOOLS

Cameras: Canon EOS C500 4K | Canon EOS 80D | Arri SRIII and Alexa

Editing Software: Adobe Premiere Pro CC and After Effects CC | Final Cut Pro X |
Magix Sound Forge | Acid Music Studio

Other Applications: DaVinci Resolve | Blender (3D program) | Apple Motion | Compressor

EDUCATION

2017 - 2021 Emily Carr University of Art + Design, Vancouver BC, Canada
BFA Film & Screen Arts
Relevant Coursework: Cinematography I & II, Editing I & II

RELEVANT EXPERIENCE & PROJECTS

Stay Here Forever | Short Film, 2018

Camera, Lighting, Storyboards

Collaborated with a small group of 2nd year students on this class project/short film study about a relationship gone wrong.

Beyond Garbage | Experimental Cinematography Project, 2017

Camera, Editor

First year project: conducted a series of camera experiments using reclaimed objects as filters.

Thompson Secondary School, Edmonton, Alberta, 2015-2016

Lead Camera, Editor

Served as lead camera operator for broadcast department in grades 11 & 12. Helped shoot & edit school's promotional video used as a recruiting and fundraising vehicle. Filmed & edited school basketball games & special events.

AWARDS & ACHIEVEMENTS

- Top 5 Finisher (out of 150), Student Division, 2016 Vancouver 24-Hour Film Challenge
Director, Cinematography
- Participant, 2015 Green Short Film Competition
Co-Writer, Cinematography

APPLICATIONS

- **Read thoroughly**
Ensure you follow the instructions
(pay attention to formats, links requested,
portfolio instructions)
- **Begin early + Apply early**
Don't start the day it's due
Some postings close without notice
- **Read and re-read the position**
Ensure you are addressing the skills and experience asked for in your
application
- **Send your Resume + Cover Letter as one pdf**
Always include a Cover Letter with your resume. It may not be requested
but it is implied
- **Proofread!**
Ask a friend, a family member, the Writing Center, us!



QUESTIONS??

WE'RE HERE TO HELP

WE ARE:

Jeff Mallach, Program Assistant
Ghislaine Crawford, Coordinator
Shannon McKinnon, Director

To book a virtual advising appointment:
email coop@ecuad.ca