



VCU

Career Services

Student Success

Arts & Design Resume Guide

You can use the outline feature to jump to sections

General Resume Advice

- Use space effectively, do not have your content too close or too spread out
- Be consistent with your font size and style, layout, and formatting
- List appropriate contact information (e.g. professional email)
- Tailor section headers when possible and relevant (e.g. Arts Administration Experience, Design Experience)
- Education and experiences should be listed from most recent to least recent within their sections
- Organize content/bullet-points from most relevant to least relevant from top to the bottom
- If using Google Docs to format your resume, use our [Tips for Using Google Docs for Career Documents](#) to help get started

Arts & Design-specific Resume Advice

- Employers for these fields value experience over anything else so use the majority of the space to describe your experience: internships, campus involvement, part-time jobs, volunteering. Consider splitting experience into 2 sections based on what is closely related to the field (i.e. Relevant Experience) and what is more general (Additional Experience).
- Course projects and classes can be included on the resume, especially if you do not have experience that is closely related to the field yet (see example). Once you gain experience, consider removing this content.
- Sprinkle arts & design specific skills -- composition, typography, production stages, conceptualization, etc -- throughout your descriptions (bullet points) and provide context of how you used them, what you achieved, why it mattered, etc.
- Incorporate a skills section to list social media, software, and language skills you have (e.g., Facebook, Instagram, etc.)

Creating Meaningful Action Statements

Below is a general formula to use as a starting point for constructing meaningful bullet points for your experiences.

WHO – Who did you help in this role (the organization, clients, customers)? Whom were you working with?

WHAT – Describe in detail what you did. What were the results of your work? If you did research, was it published?

WHEN – When did this work happen (daily, weekly, or monthly)? Highlight the frequency you did something to show productivity.

WHERE – Where did your responsibilities occur? Did you interact with people outside of org? Was travel involved?

WHY & HOW – Why did you do the work? How did your job duties help or add to the organization? Be as specific as possible.

Skill + What YOU did + Results/Outcomes

(Action verb) + (Job responsibility) + (How/Why)

BEFORE

Random Fast-food Restaurant, Team Member Any Town, VA, May 20xx – Present

- Take customer orders and answered questions

AFTER

Random Fast-food Restaurant, Team Member, Any Town, VA, May 20xx – Present

- Take orders with a welcoming demeanor, scoring over 90% customer satisfaction on customer feedback surveys.

It is important to **QUANTIFY** – adding numbers – it demonstrates productivity. (Ex. Helped about 15 customers per hour during peak business hours.) **You can use the [Action Verb Resource](#) to help tailor the action verbs for your action statements.**

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Imma Filmmaker

Richmond, VA | 804-123-4567 | myemail@vcu.edu | [Vimeo.com/1234567](https://vimeo.com/1234567)

EDUCATION

Virginia Commonwealth University, Richmond, VA

BFA in Photography and Film, concentration in Film

May 20XX (expected)

- Summer 20XX Program, Academy of Performing Arts for Film & Television (FAMU), Czech Republic

RELEVANT PRODUCTION EXPERIENCE

VCU TV, Richmond, VA

September 20XX-present

Executive Producer, *Kitchen Confidential*, January 20XX-present

Segment Producer, *The Reel Scoop*, September-December 20XX

- Oversee production team and approve all content for a 30-minute reality show, *Kitchen Confidential*
- Contact Richmond restaurant owners and chefs to prospect for guests
- Created the "Worth Watching" segment for entertainment news show, *The Reel Scoop*
- Filled crew positions (floor director, camera operator) as needed on various shows

The Wind Blows Left, Independent film, Fredericksburg, VA

May-June 20XX

Producer

- Involved with pre-production and production aspects of a 25-minute original horror film
- Raised \$5000 via Indiegogo; monitored expenses to ensure project stayed within budget
- Scouted locations (Fredericksburg and Stafford County) and obtained permits
- Arranged and advertised auditions and crew calls; communicated production schedule
- Coordinated transportation, lodging, and craft services for cast and crew while shooting on location

Live with Jesse Scott, Project for Studio TV Production class, Richmond, VA

March-April 20XX

Assistant Producer/Writer

- Worked with a team of 3 to create a 40-minute episode of a late night talk show
- Wrote jokes for the host's monologue as well as sketch comedy for segments
- Coordinated guests for the host to interview; recruited studio audience members for taping

OTHER PRODUCTION EXPERIENCE

Writer	<i>Slither</i>	Hustle Productions	Richmond, MA	20XX
Talent Wrangler	<i>3rd Annual Dazmer Awards</i>	VCU Media	Richmond, MA	20XX

ADDITIONAL EXPERIENCE

Student Assistant, English Department, Virginia Commonwealth University

20XX-present

- Responsible for administrative task including errands, answering phones and emails, managing staff schedules

Volunteer, Virginia Film Festival, Charlottesville, VA

20XX, 20XX

Waiter, Shipsmate Bookseller & Cafe, Fredericksburg, VA

Summer 20XX, 20XX

SKILLS

Computer: AVID, Final Cut Pro, Celtx, Adobe Photoshop, Microsoft Office, Facebook, Twitter, Wordpress, Youtube

Equipment: studio pedestal cameras, audio mixing, teleprompting, lighting

Languages: Spanish (intermediate conversational, reading and writing)

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Iwanna B. Editorial

757-555-5555 | myemail@vcu.edu | [Portfolio](#) | [Linkedin](#)

Education

Virginia Commonwealth University, Richmond, VA

Bachelor of Fine Arts, Graphic Design

Anticipated May 20XX

Minor in Creative Writing; Cumulative GPA 3.6/4.0; Dean's List: Fall & Spring 20XX-20XX

Relevant Experience

Marketing Intern

October 20XX-present

VCU Athletics Department, Richmond, VA

- Maintain department's social media presence by posting to Instagram, Facebook and Twitter weekly
- Edit and create content for the website including photos, news articles, and upcoming events
- Redesigned current events page, resulting in a 15% increase in daily site visits

Writing Intern, Communications Department

May-August 20XX

GEICO, Virginia Beach, VA

- Collaborated with marketing and communications team to design and edit various collateral including booklets and one-pagers for b2c communication pieces
- Wrote press releases for media outlets (print and broadcast) promoting new products and services
- Demonstrated high attention to detail in proofreading and editing print and digital material
- Interviewed members and wrote profiles that were used in media kits and on Testimonials webpage
- Conceptualized and pitched idea for a training manual which was approved by AVP of HR
- Wrote all content after surveying 20 managers for insight on essential content for new hires
- Developed layout for 45-page manual by using Indesign and Photoshop

Section Editor: Beauty

May 20XX-September 20XX

River City Fashion Uprising magazine, Richmond, VA

- Developed themes in tandem with Editor-in-chief; attended exec board meetings
- Assigned articles to staff of 6 contributors; reviewed submissions to provide constructive criticism
- Wrote several articles for publication, including two top-of-page stories

Additional Experience

Lifeguard/Assistant Coach, Rockingham Co. Pool, Harrisonburg, VA

Summers 20XX, 20XX, 20XX

- Taught series of lessons to children (ages 6-11) addressing swimming safety and techniques
- Assisted with swim team drills by tracking progress and providing feedback to athletes

Awards and Achievements

President's Award for High Achieving Student Athletes: 20XX, 20XX

Best Viral Video, National Broadcasting Society-VCU Chapter 20XX

Skills

Social Media & Platforms: Instagram, Facebook, Twitter, Pinterest, Snapchat; Hootsuite, MailChimp

Computer: Mac & PC; proficient in Adobe Creative Suite and Microsoft Office

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

"NED" I. N. TURNSHYP

540-555-5555 | myemail@vcu.edu | Behance.com/NedTurnshyp

Education

Virginia Commonwealth University: School of the Arts, Richmond, VA

Bachelor of Fine Arts in Communication Arts

Anticipated May 20XX

Certificate in Human Centered Design

Relevant coursework: 3D Modeling for Concept Design, Imagery for Children, Comics and Graphic Novels I

Relevant Design Projects

Untitled (game), project for Game Design, Theory & Practice, VCU

March - May 20XX

- Collaborated with a team of 4 to develop a puzzle game set in an alien world from concept to prototype
- Reinforced immersive nature of the game by consulting with composer to create soundtrack

Boppo and Zeppy (characters), project for Digital 3D Studio, VCU

September - November 20XX

- Designed a 10 minute scene with two characters for a hypothetical animation project
- Developed surface textures and determined lighting utilizing Maya

Game Design Experience

Team Winnipeg, 2020 Worldwide Design Jam, remote

August 20XX

Co-designer, *Jelly Attack!*

- Worked on a team of 2 to create a short, first-person game in 48 hours that incorporated the competition's assigned theme of jellybeans

Gamer Creators Coalition Club, VCU

January 20XX - Present

Background Artist, *Math Shenanigans*

- Collaborated with team of 8 to develop a medium length game designed to teach math concepts to children ages 8-12
- Assisted with storyboards and background design

Additional Experience

Campus Ambassador @ VCU, Adobe Inc., remote

August 20XX - Present

Volunteer Event Staff, CreativeMornings: RVA Chapter, Richmond, VA

September 20XX - April 20XX

Skills

Photoshop, Illustrator, After Effects, Maya, Unreal Engine; Python, Visual Basic, Java, C++

APPOINTMENT HOURS

Monday - Friday, 8 A.M. - 5 P.M.
Schedule on Handshake.
Log in at careers.vcu.edu.

OFFICE LOCATION

University Student Commons,
1st Floor, Rm. 143

CONTACT INFORMATION

careers.vcu.edu
careers@vcu.edu
(804) 828-1645

Appointments

If you are interested in making an appointment with one of our Career Advisors to review your resume or discuss any other career-related topics/questions, [see which advisor advises your industry of interest](#).

We recommend that first appointments with our office are with a career advisor. In addition, we offer several different appointment mediums to better meet your needs. Choose the medium that best fits your needs.

You can [schedule an appointment](#) by logging into Handshake and selecting the time that works best for you.

Events and Career Fairs

To see our upcoming events and career fairs you can check our [website](#) or log into [Handshake](#).

Questions

If you have any questions you can come into the office, call our front desk at (804) 828-1645, or email us at careers@vcu.edu.

Follow Us

@VCUCareers

