

# RESUME BEST PRACTICES GUIDE

## 1. HEADER\*

**Name:** Your name should be the largest thing on the page (but not too large.) Make sure it won't be hidden if the page is stapled.

**Address:** City & State . Physical street address is optional.

**Contact Info:** Cell or Direct Phone, Email Address. Make sure your email address is professional, e.g. NOT [SexyGirl1818@hotmail.com](mailto:SexyGirl1818@hotmail.com). SIDENOTE: Make sure you have voicemail set up with a professional greeting and your voicemail mailbox is not full.

**Website URL:** You may include a web URL but it's not always required. If you do, make sure it's easy to type in a navigation bar.

## 2. EDUCATION\*

This should be listed at the top if you are full time student. Key things to include is your degree, major(s), expected graduation date. Please also list other college experience (e.g. transfer student, college level classes/program)

Formats:

**Full College Name**, City, State  
Degree, Major, expected Graduation Date

**Previous College Name**, City, State  
Field of study/Program, year(s) attended

## 3. HONORS (Alternate section names: Recognition, Awards)

List any scholarships, recognitions, awards, and honors (E.g. Deans List, National Honor Society.) Do not list awards for projects/films listed elsewhere on your resume- that should be listed with the project.

Formats:

School/Organization Name, Award/Honor name, Year(s)

Award/Honor name, Year(s)

## 4. RELATED EXPERIENCE (Alternate section names: Internships, Film/Video Experience)

- ⇒ Ideal for experience with a longer duration (over a month)
- ⇒ Good way to move related experience right to the top especially if it's not your most recent experience
- ⇒ Can also include non-employment experience of a longer duration that is related, such as an internship or long term volunteer work.
- ⇒ If multiple, list in reverse chronological order
- ⇒ List 2-5 duties for key experience or give a simple sentence description for less important experience.

Format:

- Company/Organization**, City, State  
Your Role, Start month/year – End month/year
- List your general responsibilities highlighting working with people, teams, customers/clients
  - List your general responsibilities assisting your boss/team on projects
  - List any accomplishments (e.g. employee of the month, met sales goals, increased sales 10%, given additional projects)

## 5. EXPERIENCE\* (Alternate section names: Work, Employment)

- ⇒ Ideal for experience with a longer duration (over a month)
- ⇒ List all jobs to support yourself, even if unrelated to your major/career path
- ⇒ List in Reverse chronological order with most recent jobs listed first.
- ⇒ Go back 2-5 years
- ⇒ List 2-5 duties for key jobs and give a simple sentence description for others.
- ⇒ For duties, focus on "transferable skills" or things that would be relevant to any future job/internship, e.g. "Assisted customers with....," "Worked with a team in busy restaurant environment...." Stay away detailed list of specific work, e.g. "Cleaned toilets..." "Broke down boxes for recycling..."

Format:

- Company/Organization**, City, State  
Your Role, Start month/year – End month/year
- List your general responsibilities highlighting working with people, teams, customers/clients
  - List your general responsibilities assisting your boss/team on projects
  - List any accomplishments (e.g. employee of the month, met sales goals, increased sales 10%, given additional projects)

## 6a. FILM CREDITS or ANIMATION CREDITS (Alternate section names: Production Experience, Editorial Experience, Camera Experience)

- ⇒ Ideal for listing project based film/videos & animations.
- ⇒ Focus on key projects (MassArt or beyond) but don't include every class assignment.
- ⇒ List any awards, film festivals, special screenings the project received.

Format:

Your role, "Project Title," (Project Length/type, format,) Production Company/Organization, city & state, year produced  
Any film festival screenings, Festival awards, Year

Company/Organization, "Project Title," (Project Length/type, format,) Production city & state, year produced  
Your role  
Any film festival screenings, Festival awards, Year

## 6b. ACTIVITIES (Alternate section names: Projects, Volunteer, Additional Experience)

- ⇒ Ideal for short term or side projects you have done.
- ⇒ Can list projects, activities, passion projects, or volunteer experience.

Format:

**Company/Organization Name**, Group/Project Name, City/State, year(s)  
Your Role (optional)  
A short sentence explaining what you did.

## 6c. EXHIBITIONS

List host gallery/organization, show title, location, and when it happened  
List any exhibition awards you received

Format:

**Gallery/Organization**, "Show Title," city & state, month/year  
Any awards

## 7. SKILLS\* (Alternate section names: Proficiencies, Expertise)

- ⇒ List computer programs, equipment, film/video media processes you are familiar with
- ⇒ You can list , areas of focus within your field (e.g. documentary film,) other interests/passions that are outside your areaprofessional certifications, languages you are fluent in. Keep the list short and too the point.

⇒ List administrative/office computer skills, if any. (E.g. MS Word, Excel, Powerpoint.)

\*Denotes required sections

### Additional Tips:

- ⇒ **Direct the eye!** Make sure the resume is laid out in a way that visually draws the eye to key details. Don't have dense blocks of text, keep sentences simple!
- ⇒ **Proofread!** And then proofread again. Make sure there are no spelling errors or typos. Make all punctuation, spacing, alignment is consistent. Understand that while you are applying for a creative job and emphasis is on portfolio, your resume will at some point be reviewed by someone who is a former English major.