



# Andrew Graphic

Font Size for Name: 14-16

1" margins on entire document

**School Address:** 200 Main Street ♦ Wayne, NE 68787 ♦ (402) 375-0000  
**Permanent Address:** 300 Blaine Street ♦ Bellevue, NE 68005 ♦ (402) 292-0000  
**Email:** angraph1@wsce.du

**Objective** To obtain a position in the graphic design field

Use clear, concise objective

**Education** **Bachelor of Science in Graphic Design**

Font Size for Body of Resume: 11-12

Minor: Advertising  
Degree to be completed: May [year]  
Wayne State College, Wayne, Nebraska  
GPA: 3.5

Only include GPA if 3.0 or higher

**Software Knowledge**

- ♦ Adobe Photoshop
- ♦ Illustrator
- ♦ Macromedia DreamWeaver
- ♦ Macromedia Flash
- ♦ QuarkXpress
- ♦ Adobe InDesign
- ♦ PageMaker
- ♦ Flexisign Pro

List jobs - most recent first

**Internship**

Start each description with a strong action verb

*Graphic Design Assistant*  
Wayne State College, Wayne, Nebraska May [year]-Present  
♦ Assist Web Designer with graphic interface for www.wsc.edu  
♦ Maintain content and visuals for over 10,000 individual pages  
♦ Train faculty and staff on maintaining individual websites

**Work Experience**

Watch verb tenses—use present tense if still at job/ past tense if not.

*Assistant*  
Quality One Graphics, Wayne, Nebraska May [year]-Present  
♦ Design, fabricate and apply vinyl graphics for signs  
♦ Create company logos, stickers, labels and business cards  
♦ Proficient with the use of pen-tool in Flexisign Pro

*Graphic Design Tutor*  
Wayne State College, Wayne, Nebraska Spring [year]  
♦ Assisted graphic design students with projects and lead study groups  
♦ Communicated with graphic design faculty and staff

*Hostess*  
Lonestar, Omaha, Nebraska May [year]-October [year]  
♦ Greeted guests and escorted them to their table  
♦ Maintained guest waiting list and seating chart  
♦ Visited guest tables to ensure customer satisfaction

**Honors & Activities**

WSC Advertising Club, President  
Student Activities Board, Member  
Campus Awareness Towards Safety (C.A.T.S), Committee Member  
French Club, Vice-President

Get involved! Employers like to see students who have been active on-campus and in the community.



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Second page should at least have your name and page 2, or can use same heading as Page 1.

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**References**     *Dr. Pearl Hansen* ♦ Professor of Arts & Humanities  
Wayne State College ♦ 1111 Main Street ♦ Wayne, NE 68787  
(402) 375-7000 ♦ pehans1@wsc.edu

*Mr. Jeff Piper* ♦ Web Designer  
Wayne State College ♦ 1111 Main Street ♦ Wayne, NE 68787  
(402) 375-7000 ♦ jepiper1@wsc.edu

*Mrs. Eileen Elliot* ♦ General Manager  
Lonestar ♦ 200 W Dodge Street ♦ Omaha, NE 68144  
(402) 333-2500 ♦ eelliot@lonestar.com

Ask references before using and ask where they wish to be contacted (home or work).

### OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of “I” or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and “clean” looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.