

Logo/Branding
(Optional)

YOUR NAME

Job title (Specific to your skills/experience, yet related to the job. Example: Graphic Designer)

Linkedin URL | Portfolio URL
Email
City, State
Phone

This is a summary explaining why you would be a good fit for the position you are applying to. Think of it as a mini cover letter that explains our skills and years experience. Feel free to pull keywords from the job description and add them to this section, when appropriate.

Industries served: (List out the key industries you have worked for. This will help you get a job in the same or similar fields)

Expertise:

(List out skills that relate to the job. Typically it is a good idea to list out the softwares/programs, hard skills, then soft skills)

Example:

Adobe Illustrator
Adobe Photoshop
Adobe InDesign
Adobe After Effects
Sketch
WordPress
HTML
CSS
Java
Wix
Salesforce Marketing Cloud

UX/UI
Marketing Collateral
Print design and production
Motion design
Website design

Time Management
Art Direction
Vendor Management

Education:

University, Degree Date
GPA- List if higher than 3.5

Certifications:

Lynda.com XX Cert Date
Trailhead.com XX Cert Date
Lynda.com XX Cert Date

Affiliations:

(List networking and professional groups you are apart of)

Professional Work Experience (List the last 15 years of your career):

Company Name (If not a known brand, list what they do. Example: Retailer)

Job title, Date

Clients Served: (Include a list of clients you worked with. This is typical if you worked for an agency. You can list the accounts you were on)

- Use bullet points to explain your responsibilities. Reorder the bullets from the most relevant to least important for the job you are applying to.
- Include details such as analytics, your team dynamic, your budget, and most importantly your WINS. Include key projects that were highly successful because of your work.
- Don't be shy here. Brag about how amazing you are!

Company Name, What they do

Job title, Date

Clients Served: XX,XX, XX

- Repeat as mentioned above

Company Name, What they do

Job title, Date

Clients Served: XX,XX, XX

- Repeat as mentioned above

Experience Continued (Optional. This is only for work you did before the last 15 years)

Company Name, Job Title

Company Name, Job Title

Company Name, Job Title

Interest: (Optional)

(List 3-5 things that you like to do outside of work. This may help you relate to the interviewer on a personal level)Example:

Dogs
Hiking and Travel
Concerts
Painting

Volunteer: (Optional)

(This is great to add if you are applying to a nonprofit or company that values community and engagement)Example:

ArtsWave
Flying Pig
SAAP