**Art and Design Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**NAME**

**Contact Information (Includes Address, Phone, and Email)**

**EDUCATION/TRAINING** (TRAINING is optional)

 **Bachelor of Arts in Art**,Expected Graduation, Month, Year

 Pennsylvania Department of Education (PDE) Certification: **Art Education (Gr. K-12)**

 Minor: (if applicable)

 Shippensburg University, Shippensburg, PA

 Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

 QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education:** Study Abroad; Honors; Relevant Coursework\*

**LANGUAGES** (include level of proficiency)

**RELEVANT EXPERIENCE** (may also include Community Service)

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), dates

Organization, City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

Organization (dates); Organization (dates); Organization (dates); Organization (dates)

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

 FBI Finger Prints, dates

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**PROFESSIONAL PORTFOLIO AND REFERENCES available upon request**

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Professional Memberships/Affiliations; Adult-Related Care; Youth-Related Care; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications; College Athletics

**Art and Design Resume Example**

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**Jon Doe**

**Contact Information (145 Deerwalk Rd Oarstone KY, 123-456-7890, and email@domain.com)**

**EDUCATION/TRAINING**

 **Bachelor of Arts in Art**,May 2020

 Minor: History

 Shippensburg University, Shippensburg, PA

**LANGUAGES:** French (Advanced, 7 years) Spanish (Advanced, 7 years) German (Proficient, 5 years)

**RELEVANT EXPERIENCE**

**Cartoon Specialist Intern,** Nickelodeon, (May 2019 – August 2019)

New York City, NY

* Illustrated background characters for various shows under short timeframes.
* Pitched ideas amongst others in creative sessions for color schemes and templates.
* Transcribed meeting minutes for upper management.

 **Owner**, Create.IT (June 2015 – Present)

 Shippensburg, PA

* Founded local art shop designed to sell original pieces as well as custom orders.
* Generated revenue of 7,000 in the first six months by using aggressive marketing campaign.
* Commissioned by local officials to design murals for the general public.

**Resident Assistant**, Shippensburg University (August 2017 – Present)

* Oversaw 30 to 40 undergraduate students each year in residence hall assigned.
* Experienced in Living Learning Communities, such as Exploratory Studies and Healthy Living.
* Maintained professional composure even during high-stress incidences that involved campus police or emergency services.

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Relay for Life (August 2017 – May 2018); Red Cross Blood Drive (April 2020)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Rho Alpha Sigma Member since 2017

Harrisburg Young Leaders, Member since 2019