

creative & performing arts



Résumé Basics

Write it yourself!

- Look at examples of résumés, but don't copy them.

Make every word count

- Limit your résumé to one page, two at the most.
- Make sure every word/phrase supports the overall résumé.

Employers do not read résumés

- They skim résumés the first time through.
- Your résumé must capture their attention.
- Make your résumé easily readable/skimable.

Make it error free

- Ask someone to check your

résumé for grammar and spelling errors.

- The Office of Career Services staff is trained to proof-read résumés for content and clarity.

Make it look good

- Make it look professional.
- Make sure all tabs are lined up and information is easy to find.
- If you have issues or concerns with formatting your résumé, talk to one of the staff in the Office of Career Services.

Be specific

- Give facts and numbers.
- Instead of saying you are good with people, say "Supervised and trained three people in the

mail room and increased their productivity by 30%."

Keep it lively

- Use action verbs and short meaningful phrases.
- Avoid negatives of any kind.
- Emphasize accomplishments and results.

What's Inside?

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Your Personal Marketing Tool

"You never get a second chance to make a first impression. A résumé is your entry into the job race. It is your chance to sing your own praises and make an employer sit up and take notice. So, it's worth taking some time to perfect it. A concise résumé should move you closer to the interview process."

- Manpower Professional

Additional Résumé Suggestions

- Do not use resume wizards or Microsoft templates
- Proofread carefully!
- Submit your rough draft to the Review Center in Optimal Resume, for feedback
- Always send a cover letter with your résumé when applying for work



Career Services Résumé Resources

Appointments can be made to review a draft of your résumé on Optimal Resume, or you can come by during drop-ins, 4:00-4:45 p.m., Monday through Friday.

careers@hope.edu

616-395-7950

Résumé Layout/Construction

There are creative ways to construct your résumé. However, always keep in mind who will be reading your résumé and the type of position you are seeking. There are many different styles and layouts that are acceptable.

Writing Style

- Omit all personal pronouns (I, me, etc.).
- Avoid wordiness and strive for conciseness.
- Use phrases instead of lengthy sentences and start the phrases with an action verb (see list provided in this guide).
- Action verbs and phrases should be in present tense if you are currently doing that action and past tense if it is a past job.

Format

- Remember that an employer will give your résumé the 20-30 second scan test.
- Your résumé needs to be:
 - Readable
 - Have eye appeal
 - Present a total positive impression
- Use bold print and/or italics to make certain items more visible.

Length

- One page is the rule – two pages are acceptable if you have a lot of relevant experience and leadership experience/involvement.

Paper Quality

- Choose high quality résumé paper.
- White, off-white, ivory, light tan, or light gray are acceptable colors.

A properly written résumé will show the employer:

- Who you are
- What you know
- What you have accomplished
- What you would like to do
- What you can offer an employer

Not a "Typical" Résumé How an artist's résumé is distinctive

An artist's experience takes center stage as you create a written document that reflects the range of artistic engagements that you want to convey to prospective employers. Depending on your background as an artist, you may have one or more of the following categories:

- Acting Experience
- Choreography
- Exhibitions/Exhibits
- Solo Performances
- Ensemble Performances
- Stage Management Experience
- Directing Experience
- Training

Action Verbs

The Arts

Acted	Customized	Fashioned	Interpreted	Planned
Captured	Danced	Founded	Introduced	Revitalized
Choreographed	Designed	Illustrated	Invented	Shaped
Conceptualized	Developed	Initiated	Mastered	Vocalized
Crafted	Directed	Instituted	Originated	Wrote
Created	Established	Integrated	Performed	

Business/Management/Financial

Administered	Computed	Executed	Negotiated	Revamped
Allocated	Conducted	Forecasted	Organized	Reviewed
Analyzed	Consolidated	Handled	Oversaw	Scheduled
Appraised	Contracted	Hired	Planned	Strengthened
Assigned	Controlled	Improved	Prioritized	Supervised
Audited	Coordinated	Increased	Produced	Trained
Balanced	Delegated	Managed	Projected	
Budgeted	Developed	Marketed	Proposed	
Calculated	Directed	Maximized	Recommended	
Chaired	Evaluated	Motivated	Researched	

Communication

Addressed	Corresponded	Formulated	Negotiated	Recruited
Arbitrated	Developed	Influenced	Persuaded	Spoke
Arranged	Directed	Interpreted	Produced	Translated
Authored	Drafted	Lectured	Promoted	Wrote
Collaborated	Edited	Mediated	Published	
Convinced	Enlisted	Moderated	Reconciled	

Education

Adapted	Coordinated	Evaluated	Lectured	Stimulated
Administered	Created	Explained	Motivated	Tutored
Advised	Developed	Facilitated	Organized	
Clarified	Designed	Guided	Planned	
Coached	Enabled	Informed	Set goals	
Communicated	Encouraged	Instructed	Stimulated	

Quantitative

Accelerated	Eliminated	Improved	Reduced	Transformed
Achieved	Estimated	Increased	Resolved	
Attained	Expanded	Instituted	Restored	
Demonstrated	Founded	Pioneered	Simplified	

Sciences

Analyzed	Diagnosed	Identified	Investigated	Summarized
Clarified	Evaluated	Inspected	Organized	Surveyed
Collected	Examined	Interpreted	Reviewed	Systematized
Controlled	Extracted	Interviewed	Structured	Tested

Social Sciences

Advised	Coached	Evaluated	Interpreted	Represented
Advocated	Counseled	Expedited	Motivated	Supported
Assessed	Demonstrated	Facilitated	Presented	Trained
Assisted	Diagnosed	Familiarized	Referred	
Clarified	Educated	Guided	Rehabilitated	

Graphic Artist

Current Address

22 ½ 15th St.
Holland, MI 49423
712-123-4567

Permanent Address

1010 NW Books Lane
Story City, IA 51978
graphic.artist@email.com

OBJECTIVE

Seeking a professional, entry-level graphic design position, contributing to the creative process of an organization.

EDUCATION

Hope College – Holland, MI May 20XX
Bachelor of Arts: Studio Art (Graphic Design Emphasis) GPA 3.2/4.0
Minor: Communication

RELATED COURSES

- Basic and Applied Design
- Basic and Applied Drawing
- Art Photo Process
- Independent Study in Design
- Fundamentals of Photography
- Special Problems in Studio

COMPUTER SKILLS

- Familiar with PC and Apple computer systems
- Experienced in:
 - Pagemaker
 - InDesign
 - Adobe Photoshop
 - Adobe Illustrator
 - Dreaweaver
 - Creative Suite

INTERNSHIP

Graphic Designer – Image Group, Holland, MI Summer 20XX
• Assisted with designing a brand logo for local restaurant
• Presented layout ideas to restaurant owner and constituents
• Completed assigned layout tasks in cooperation with other interns
• Implemented new layout designs into both paper and web based advertising

RELATED EXPERIENCE

Office Assistant – Tive Construction Summers 20XX – 20XX
• Created and implemented company website
• Designed new company logo and marketing material
• Established new computer folder organization system

LEADERSHIP

Swim Team Member – Hope College Fall 20XX – Spring 20XX
• Nominated by teammates and coaches as captain for senior season
• Lead team activities outside of the pool
• Represent team on the Student Athletic Advisory Board

COLLEGE ACTIVITIES

Student Activities Council Fall 20XX – Spring 20XX
• Publicity committee member

Dance Marathon March 20XX, 20XX, 20XX
• Participated as a dancer and moraler
• Assisted with publicity and marketing

Relay for Life October 20XX, 20XX, 20XX
• Team leader
• Raised money for the American Cancer Society

REFERENCES

Available upon request

MASTER PAINTER

999 West Washington Court – Holland, MI 49423
616-396-0001
master.painter@email.com

OBJECTIVE

To gain acceptance into the University of Michigan School of Art and Design in order to master skills as an artist and participate in the numerous engagement initiatives which connect art with the community.

EDUCATION

Hope College – Holland, MI December 20XX
Bachelor of Arts in Studio Art (emphasis in painting and drawing) and French GPA 3.75/4.0
Minor in Art History

P' Universite de Nates – Nantes, France Fall 20XX
Studied Art and French

Honors and Awards

- Dean's list – 8 semesters
- Herman Miller Art Award
- Distinguished Artist Award
- Holland Area Arts Council Award
- Michigan Tuition Grant
- Mary Van Tamelen Prize for Creativity in the Arts

EXHIBITS

Hope College Senior Show April – May 20XX

- Abstract wishes (mixed media)
- Almighty (watercolor)
- Balancing Act (oil)
- Gateway to the Sea (charcoal)
- Perspectives from the Mountain Top (oil)
- Self Portrait (watercolor)

Hope College Annual Juried Student Art Show

- Exposed (mixed media painting) November – December 20XX
 - Won Best of Show
- Endearing (charcoal sketch) November – December 20XX
- Gracious (watercolor) November – December 20XX
- Bold (oil) November – December 20XX

COLLEGE LEADERSHIP ACTIVITIES

Hope College Student Body President – Holland, MI August 20XX – May 20XX

- Elected by a student body of 3000 students to serve as chief representative
- Provided leadership and direction for the student body
- Set the agenda for and chaired weekly Student Congress meetings
- Engaged in extensive committee work

Vice President of Student Congress, Hope College – Holland, MI August 20XX – May 20XX

- Initiated and helped conceptually design \$200,000 student union renovation

Member of 5 College Boards/Committees:

- Strategic Planning Task Force
- Student Standing and Appeals Board
- Administrative Affairs Board
- Board of Trustees on Business and Finance
- Campus Life Board

ADDITIONAL COLLEGE ACTIVITIES

- “Big Brother” program volunteer
- Intramural athlete (captain)

REFERENCES

Available upon request

Broadway Bound

broadway.bound@email.com

Current Address: 1000 W. 13th Street – Holland, MI 49423

(cell phone) 616-123-4567

Permanent Address: 9876 East Riverway – Detroit, MI 48210

(home) 123-456-7890

OBJECTIVE

To obtain a full-time position with a theatre company as a stage manager, where creativity and management skills can be used.

EDUCATION

Hope College – Holland, MI

May 20XX

Bachelor of Arts: Theatre and Management

GPA: 3.6/4.0

Vienna Summer School – Vienna, Austria

Summer 20XX

Honors and Awards

- Hope Theatre Award Dean's List
- Distinguished Artist Award for Hope College
- 7 semesters
- MEAP Award

STAGE MANAGEMENT EXPERIENCE

Assistant Production Stage Manager – Hope Summer Repertory Theatre - Holland, MI

Stage Manager	<i>Gyps and Dolls</i>	Summer 20XX
Stage Manager	<i>And the World Goes 'Round</i>	Summer 20XX
Stage Manager	<i>Charley's Aunt</i>	Summer 20XX
Assistant Stage Manager	<i>Honk!</i>	Summer 20XX
Assistant Stage Manager	<i>Woman in Black</i>	Summer 20XX

Production Stage Manager – Hope College Theatre Department - Holland, MI

Stage Manager	<i>King Lear</i>	Fall 20XX
Stage Manager	<i>The Birds</i>	Spring 20XX
Stage Manager	<i>Carousel</i>	Fall 20XX
Stage Manager	<i>Defying Gravity</i>	Spring 20XX
Stage Manager	<i>Someone Who'll Watch Over Me</i>	Fall 20XX
Assistant Stage Manager	<i>The Government Inspector</i>	Spring 20XX

ACTING EXPERIENCE

Faculty Directed Performances – Hope College - Holland, MI

Laura Bronson	<i>Golden Ladder</i>	Fall 20XX
Marie	<i>Perfect Pie</i>	Spring 20XX
Isabelle	<i>The Illusion</i>	Fall 20XX
Amelia Dull	<i>Love's Labour's Lost</i>	Spring 20XX
Helen	<i>Wonderful Town</i>	Fall 20XX

RELATED EXPERIENCE/KNOWLEDGE

- Hope Ticket Office Manager
- Hope Theatre House Manager
- Publicity Crew
- Follow Spot Operator
- Directing experience
- 8 years Musical Education
- Basic light crew knowledge
- Basic scene crew knowledge

WORK HISTORY

Target – Customer Service, Holland, MI	June 20XX – June 20XX
Hope College – Receptionist (Theatre Dept.), Holland, MI	August 20XX – May 20XX
Hockeytown Café – Waitress, Detroit, MI	Summer 20XX
Hope College – Phelps Dining Student Staff, Holland, MI	August 20XX – May 20XX

REFERENCES

Available upon request

Star Power

1424 E. Songbird Lane
Nashville, TN 00000

star.power@email.com
987-654-3210

OBJECTIVE

To obtain an entry-level management position with Flicker Records where contributions to careers of new artists can be made.

EDUCATION

Hope College – Holland, MI
Bachelor of Arts in Music and Management

May 20XX
GPA 3.8/4.0

Honors

Freshman Music Award (Hope College)
Dean's List – 8 semesters

INTERNSHIP EXPERIENCE

Flicker Records – Franklin, TN

May – August 20XX

Promotions and Management Intern

- Worked closely with fellow interns and management staff to promote label and artists nationwide
- Attended all staff marketing meetings and contributed to discussions regarding college-aged target audiences
- Organized volunteers for local and regional concerts
- Created press kits for Mercy Me, Jars of Clay and 12 Stones

EMI Christian Music Group – Brentwood, TN

May – August 20XX

Artist Development Intern

- Assisted with bookings/show schedules for up-and-coming Christian music artist
- Ensured enough merchandise is available for each show
- Organized post show meet-and-greet opportunities

LEADERSHIP EXPERIENCE

Social Activities Committee – Hope College, Holland, MI

August 20XX – May 20XX

Coffee House Committee and Publicity Committee

- Solicited talent for bi-monthly coffee house entertainment
- Coordinated equipment needs with Hope College Audio Visual Department
- Determined best marketing tools for each SAC event

Business Club – Hope College, Holland, MI

August 20XX – 20XX

Secretary

- Wrote minutes of each meeting and distributed to members
- Collaborated with leadership team on topical research for each meeting

ADDITIONAL COLLEGE ACTIVITIES

Gospel Choir (20XX – 20XX)

Pull (20XX – 20XX)

Dance Marathon (March 20XX, 20XX)

Chapel Choir (20XX – 20XX)

Relay for Life (20XX – 20XX)

Nykerk (20XX – 20XX)

Intramural Sports (20XX – 20XX)

Time to Service (August 20XX, 20XX)

WORK HISTORY

Receptionist, Office of Career Services – Hope College, Holland, MI

August 20XX – May 20XX

Receptionist, Student Development Office – Hope College, Holland, MI

Summer 20XX

Cashier, Wal-Mart – Holland, MI and Nashville, TN

Summers 20XX – 20XX

REFERENCES

Available upon request.

FLUTE PLAYER

4444 West 44th Street – Holland, MI 49423
616-555-2222 – flute.player@email.com

OBJECTIVE

To be awarded a graduate assistantship within the University Of Michigan Department Of Music.

EDUCATION

Hope College – Holland, MI May 20XX
Bachelor of Music in Performance (Flute and Piccolo)
Honors/Awards

- Michigan Tuition Grant
- Distinguished Artist Award (4 years)
- James and Irene Swaby Music Scholarship (4 years)
- Herman and Elizabeth Rietsema Music Scholarship

SOLO PERFORMANCE EXPERIENCE

Senior Recital, Hope College – Holland, MI February 20XX

- Serenade (Howard Hanson)
- Suite Modale (Ernest Bloch)
- Suite in A Minor (Georg Phillip Telemann)
- Joueurs de Flûte (Albert Roussel)
- Synchronisms, No. 1 (Mario Davidovsky)

Musical Showcase, Hope College sponsored – Grand Rapids, MI February 20XX, 20XX

- Suite Modale - Adagio-Allegro deciso (Ernest Bloc)
- Joueurs de Flûte – Mr. de la Péjaudie (Albert Roussel)

Junior Recital, Hope College – Holland, MI April 20XX

- Four Lyric Pieces (John Heiss)

ENSEMBLE EXPERIENCE

Flute Choir, Hope College – Holland, MI Fall 20XX – Spring 20XX
Holland Symphony Orchestra – Holland, MI Fall 20XX – Spring 20XX
Symphonette, Hope College – Holland, MI Fall 20XX – Spring 20XX
Wind Symphony, Hope College – Holland, MI Fall 20XX – Spring 20XX

COLLEGE INVOLVEMENT

Delta Omicron (Alpha Chi Chapter) – Hope College Spring 20XX – Spring 20XX

- President (Fall 20XX – Spring 20XX)

Nykerk Cup Competition – Hope College Fall 20XX, 20XX, 20XX, 20XX

- Annual performing arts competition been freshman and sophomore women
- Competed in Song '0X, served as Song '0X coach
- Elected as '0X secretary

Dance Marathon – Hope College March 20XX, 20XX, 20XX

- Major philanthropic event raising funds for DeVos Children's Hospital

CASA (Children's After School Achievement) – Hope College Fall 20XX – Spring 20XX

- Tutor 4th grade at-risk student in reading, spelling, and math

WORK HISTORY

Target – Holland, MI and Ann Arbor, MI June 20XX – August 20XX

- Promoted to Customer Service Representative after 3 months

84 East – Holland, MI August 20XX – May 20XX

- Provided timely and efficient customer service to restaurant patrons

ADDRESS UNTIL MAY 9, 20XX: 26 E. 13TH ST. • HOLLAND, MI 49423
ADDRESS AFTER MAY 9, 20XX: 2904 STONEYBROOK DR. • CLEVELAND, OH 45505
PHONE (123) 456-7890 • E-MAIL ASPIRINGDANCER@EMAIL.COM

ASPIRING DANCER

Age: 22 Height: 5'9" Weight: 147 Hair: Brown Eyes: Green

TEACHING

Dance Instructor, Lyn's Academy of Dance - Lima, OH (20XX - present)
Responsible for instruction of 6th-12th grade dancers as well as choreography for competition teams.

Dance Director, Miami Valley School - Dayton, OH (Summer 20XX)
Instructed summer dance camps for children of all ages. Responsible for directing and producing showcase recitals.

Dance Instructor/Camp Counselor (Summer 20XX)
Lake Bryn Mawr Camp - Honesdale, PA
Instructed dance and creative movement classes. Choreographed for summer dance showcases and recitals. Responsible for cabin of 13 year-old girls.

PERFORMANCE

Insync Dance Theatre, Hope College - Holland, MI (Fall 20XX - present)
Performed ensemble roles in works created by Linda Graham, Rosanne Marie Mork, and Amanda Smith-Heynen.

Chicago Tap Theatre, University of Illinois - Chicago, IL (20XX, 20XX)
Guest artist performance.

Hope College Faculty Dance Concert, Hope College - Holland, MI (20XX, 20XX)
Performed in original works by faculty members Linda Graham, Dorrel Martin and Rosanne Marie Mork.

Joffrey Jazz and Contemporary Intensive Showcase - New York, NY (20XX)
Performed in original works by Dorrel Martin and Kevin Wynn.

CHOREOGRAPHY

Recital Works

Lyn's Academy of Dance Spring Recital - Lima, OH (20XX - 20XX)
The Dance Centre Solos/Duets - Wapakoneta, OH (20XX - 20XX)

Concert Works

Hope College Student Dance Concert - Holland, MI (Fall 20XX)
"Metamorphosis" - Contemporary solo piece. Choreographed and performed.
Hope College Ballet Club's *The Nutcracker* - Holland, MI (20XX)
The Miami Valley School Dance Showcase - Dayton, OH (Summer 20XX)
Lake Bryn Mawr Camp Dance Showcase - Honesdale, PA (Summer 20XX)

TRAINING

Ballet - Linda Graham, Amanda Smith-Heynen

Modern/Contemporary - Maxine DeBruyn, Alicia Diaz, Linda Graham, Steven Iannacone, Dorrel Martin, Tamara Saari, Ray Tadio, Matthew Thornton, Sharon Wong

Jazz - Linda Graham, Dorrel Martin, Ray Tadio, Sharon Wong

Tap - Angela Kahle, Rosanne Marie Mork

EDUCATION

Hope College - Holland, MI August 20XX - May 20XX
Bachelor of Arts: Dance Performance/Choreography GPA: 3.65/4.0

- Minor in Management

Honors:

- Presidential Scholarship
- Dean's List
- Sigma Omicron (Dance Honorary)