

FUNCTIONAL RESUME (GRAPHIC ARTIST)

1. Name, address, contact ... including e-mail ... and URL if one exists
2. Objective
3. Summary
Experienced with design concepts for packaging and advertising
Photographer with skills in evaluating prints for reproduction
Familiar with print preparation and production
Understanding of video shooting and editing for television
Experience in Photoshop, QuarkXpress, Persuasion, FreeHandFile,
PageMaker, Illustrator, Maker Pro, and MS Word and Word Perfect.

(The above might be centred, with the following aligned left.)

Experience

GRAPHIC DESIGN

- Created consumer packaging using PMS and four-colour processing; prepared designs for photo sheets
- Used wide range of typography to appeal to specific audiences

PHOTOGRAPHY

- Developed portfolio of colour landscape prints from across the U. S.
- Photographed fashion and food compositions in studio settings

Work History

(Concurrent with Education)

2000-pres. Freelance Computer Graphic Designer, San Francisco
1998-00 Marketing & Graphics Assistant, Smith & Co., SF

Education

M.F.A. Graphic Design & Marketing, anticipated spring 2004
San Francisco Art Institute, San Francisco, CA

Marketing Program, summer 2003
George Brown College, Toronto, Canada

Based on samples found at <http://jobsmart.org/tools/resume/samples.cfm> (01.04)

This functional resume is a great example of how a student can present his limited experience to an employer. By creating relevant skill headings, it announces what he/she could do as a graphic designer (the job objective). And by stating "concurrent with education" in his Work History heading, it is explained that here is an industrious person who worked her/his way through school.