



# HIRE A LION

MISSOURI SOUTHERN STATE UNIVERSITY  
CAREER SERVICES

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## Resumes for CREATIVE FIELDS

Show off your design skill with your resume while including traditional resume information

### WHO SHOULD USE AN INFOGRAPHIC RESUME?

- Graphic design and art majors seeking a creative position (remember, not all jobs are suited to infographic resumes)
- Great for displaying on your website, LinkedIn profile, or online portfolio
- Be sure to cover the basics such as contact information, education, and experience
- Make it easy to read (do not clutter the page)
- Highlight your technical skills
- Infographics should display your design talent (be sure to design it yourself!)
- Stick to shades of black and white with a color or two for accent
- Do not go overboard with graphics

### TRADITIONAL RESUME

- Prepare a traditional resume when requested, or when companies require resumes to be uploaded <
- Focus on your education and experience <
- Stick to black and white in an easy-to-read font <
- Always include your name and contact information at the top of the resume <
- Keep the resume on one page <

### PORTFOLIOS

- Use a portfolio to show examples of your work
- Compress the files if emailing or loading to a website
- Make your portfolio easy to navigate
- List awards and honors
- Tell your story through your portfolio
- Coursework and volunteering are great ways to build your portfolio
- Don't offend employers with art pieces you include (Avoid shock value! Make sure art pieces are appropriate for all audiences)

### TIPS

- Show that you can work on a deadline <
- Create a personal brand (show your personality) <
- Always submit a cover letter with your resume <
- Keep your resume and portfolio simple (choose fonts that are easy to read) <
- Do not plagiarize <
- Show consistency in design choices <
- Design different resumes for different types of positions <
- Check your grammar and spelling <
- Send all documents as pdf files for easy viewing <