

RESUME TIPS

- (1) Limit your resume to 1 PAGE.
(People are busy and pressed for time. Look at your resume as an invitation for a conversation with your interviewer about your qualifications.)
- (2) Do NOT list your G.P.A.
- (3) Do NOT include an OBJECTIVE.
- (4) Emphasize that you are ARE IN SCHOOL (Currently Enrolled) & MOTIVATED.
(The person reviewing your resume needs to know you are in college, and where you have studied. Include your graduation date if relevant.)
- (5) Tailor or Customize your resume for different types of placement sites.
(An all-purpose resume will contain too much information. If you are interested in cinematography, you want to highlight what is most relevant for that work area.)
- (6) Use BOLD to highlight sections.
- (7) Use a Descending Order of Importance.
(Think about the profile of yourself that you are creating and want to project. What is most important for the person reviewing your resume to know? You can think of the order of the sections as if they were shots in Sequence.)

The following is a suggested order:

Education
Skill Areas (Use relevant experiences from your coursework.)
Work Experience (Professional Media-related)
Other- Work, Human Interest (Catering, Volunteer Work, Honors, Sports)

- (8) PROOFREAD. Make sure your text is clean, and that there are NO typos, grammar or spelling errors. Print on plain white stock. Use a simple typeface (Courier, Helvetica, NY Times).