

Kim McDonald

Address to 12/15/04
1234 Main St. S.
Tacoma, WA 98442

mcdonaka@plu.edu

Address from 12/16-31/04
123 Elkhorn Ave.
Missoula, MT 59812

Education

Pacific Lutheran University, Tacoma, WA

BA Art/Graphic Design; Public Relations minor – Expected 2006

Flathead Community College, Kalispell, MT

AA Art and Design – 2004

Related Coursework

Elements of Design

Sketching and Drawing

Commercial Art in Business

Computer Assisted Drawing I & II

Creating Promotional Documents

Promotions and the Media

Projects

Design of Advertising and Promotional Materials for Parkland Pride Community Club

Design of four-color brochures and booklet for Parkland Chamber of Commerce

Both projects went to print and were widely distributed

Computer Skills

Freehand

Publisher

Desktop Publishing

Qwark Express

PageMaker

MS Word

PowerPoint

Excel

Photo Editor

Digital Photo Enhancement

Work Experience

Northwest Coffee Company, Parkland, WA – Fall 2004-current; part-time

Barista – fill espresso coffee orders and sell pastries and sandwiches

Grizzly Gift Shop, Kalispell, MT – Summer 2002-Summer 2004; full-time and part-time

Set displays, ordered merchandise, supervised one other employee on weekends, made signs and assisted with newspaper ads. Opened and closed the shop; responsible for cash deposits and daily cash balances. Customer service and satisfaction.

Portfolio Available

Ad spreads for Parkland Pride Community Club

Posters for Parkland Pride Community Club

Parkland Chamber of Commerce Color Brochure

Parkland Chamber of Commerce Community Resource Booklet

Grizzly Gift Shop display ads

Grizzly Gift Shop merchandise display photos

Other Class projects

NOTES:

You will notice that Kim has two addresses at the top of her resume. If two locations are necessary, give dates, as Kim has, of when you can be reached at which address.

Kim has used a method of spacing that is very useful when manipulating to get more on the page. She has used a tiny font size for the blank lines between headings and the first line under the heading. She has used a 12 pt. Font for the key points and 11 for the subordinate explanations. It saves space yet is fully readable and comfortable to the eye.

She had a fairly large section for education as a transfer student, but it is well set and easy to follow. The list of courses helps the employer know where her strengths may lie and where she may need additional coaching for top performance.

Kim has not used an objective, but it appears quite clear that she is seeking a position in Graphic Design. She may not care whether it is in a business setting or in a graphic design company.

In a field such as Graphic Design, proof of your skills is very important. Kim has informed the reader of two very extensive projects. She did not disclose if she worked with others on these projects, but it would be very unusual if she hadn't. This would be a point for an interview question or could be addressed in the cover letter. She also cites several items in her portfolio that she would be presenting at the interview.

Her work experience indicates initiative and trustworthiness. It also shows that she has incorporated her artistic talents in her work at the Grizzly Gift Shop. This suggests she would be a good hire. She indicates customer service and satisfaction, which would be important if she would be working directly with clients.

Kim has not alluded to her scholastic achievement or campus activities. She may not have a high gpa, and she may need to work instead of engage in campus activities. These would probably be questions during the interview. Her resume still represents her as a strong candidate because of what IS there. Kim should be prepared to respond to questions regarding her academic performance and extracurricular activity. If the extracurricular activities were left off due to space, she could bring those out in the letter.

The following could be a section of her resume:

Academic Scholarship and Recognition

Montana State Artists Assn. Scholarship – 2002, 2003

Q Club Scholarship – 2004

Dean's List of Scholars, Flathead Community College – 2003, 2004

Valedictorian, Flathead Community College, 2004

National Honor Society – 2003, 2004

Rotary Scholar of the Year, Kalispell, MT – 2004