Comments about Resumes

1. How resumes get read:

* You have less than one minute to catch a reader’s attention. That is it. So, don’t waste time, space, or the arrangement of your information.
* Remember, I am making you write a general resume that you can cut and paste from for a specific use. A lot of resumes are read by bots looking for keywords, so make sure when you use your resume to apply for a specific kind of job, that you use the language found in the job announcement.
* No one will look beyond the first misspelled word, grammar error, or punctuation problem. I will not touch your edits if I see one. I will quietly give your resume back.
* Creative resumes only work for creative jobs; traditional businesses will not read them. Use creative resumes carefully.
* If you are applying for a job in, say, social media, make sure your resume reflects social media skills, talents, and experience. Resumes are snapshots of these three components.
* You only get 1 page. Not two. And definitely not three.
* You should assume for the kind of jobs for which you will be applying that MSWord is not cool enough to get hired. After Effects is. Javascript is. HTML5 and CSS3 are. So, list the cool stuff first and then if you are absolutely determined to announce to the world that you can handle the difficult job of word processing or if the specific job you are applying for really asks for it, list MS Word and other such mundane skills. And PLEASE spell the software names correctly.
* You should bullet as much information as possible. Long paragraphs relating a narrative will make your reader think you are padding your resume or lack experience in the job market. I promise.
* If you insist on including an “Objective” on your resume, please make it sound better than that you are trying to graduate and get a job. And please do not mention that you are open to part-time or internship work. You may end up with these possibilities if you let the reader know that is all you want. One fact of life: While we can’t always get what we want, we can certainly get less. So, shoot high and far for as long as you breathe air on this good earth.

2. Special & Specific Issues All of You Should Know

* You are graduating with a B.A degree in Digital Technology & Culture. Do not list it as the Creative Media & Digital Culture degree. CMDC is the name of our program in which the DTC is housed. If you learn one thing while going to college it is the name of your degree. If I see this information displayed incorrectly on your drafts, I will not grade them.
* You are also graduating from the Vancouver campus of WSU. So, write Washington State University Vancouver as your institution. If I see this information displayed incorrectly on your drafts, I will not grade them.
* Since you have not yet graduated, list your “expected graduation date.” You can change it to “Graduated Fall 2019” once you graduate. But I fully expect most of you will be applying for jobs before you graduate.
* Your portfolio URL needs to be front and center. So, put it with your phone number and email address. For people like us, it is as important as these are.
* I have worked very hard to find you a cool senior seminar project. This project means more than a job working at bookstores, dress shops, gift shops, and the like. You cannot get a well paying job in the tech industry if you have no experience in working with tech. You are welcome to mention non-tech jobs in “Other Experience,” but do so AFTER you have listed your “Professional Experience.” I will not grade your resume if you do not list our project under “Professional Experience.”
* You should include class projects that are very cool and of which you are proud. But please list the URLs to them and give a brief description of them. Your reader needs this information in order to understand your work.
* Do not list your high school or anything associated with it on a professional resume, lest you want the reader to think you are 17 years old. And do not mention the community college unless you received a special Associates degree that speaks to the job for which you are applying.

3. A Suggested Order

You are just finishing college, which means you are not expected to have a lot of jobs, but you are expected to have a lot of fresh knowledge. So, flaunt this strength by arranging your resume in a way that makes this aspect of your career shine. Here is a suggested order:

* Name, email, URL (avoid home addresses for safety reasons)
* Objective (if you absolutely feel compelled to include it)
* Education with the expected graduation date. Don’t mention your gpa unless it is over 3.5
* Awards. By all means, strut your stuff. It shows you like to excel.
* Technological Skills (list in order of the job announcement, but certainly put the cool skills first). This category is generally thought of as “hard skills.” Organize them into groups if you have a lot. List as many as you have. Do not be shy. This is where DTC kicks patooky in the job market.
* Other Skills. This category is optional but certainly if you want to mention that you have excellent writing or leadership skills, list them. These are known as “soft skills.”
* Professional Experience. List the most recent and, then, work backwards. Bullet duties. Add URLs when appropriate. And by “professional” I do not mean gift shop work. I mean work you have done to hone your skills for a position that uses your degree.
* Other Experience. Here is where you put all the jobs you have had to work yourselves through school. These are important to list because they show you are hard-working, responsible, and experienced in the workplace. And you all are.
* Community Involvement/Outreach/Community Service. This category shows that you care about others and that you have a sense of a bigger picture of humanity. It is definitely part of the DTC sensibility, so if you are involved in activities, mention them.
* You do not need to mention references.

4. Final Comments

I am very tough with the resumes. I admit this freely and openly. This means you should take this assignment seriously, follow directions, and put thought and energy into it.