

Skill 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 • Knowledge of Adobe design software, QuarkXpress, Dreamweaver, and the Microsoft Office Suite

Computer Proficiencies:

QuarkExpress	Dream Weaver
Adobe PhotoShop	Microsoft
AdobeAcrobat	FrontOage

Education:

20xx-Present	Delta State University Bachelor of Science Majors: Art and Graphic Design GPA 3.8 Expected Graduation Date: May 20xx	Cleveland, MS
20xx-20xx	Mississippi Southern Community College Associate of Arts Major: Business Administration GPA 3.6	Hattiesburg, MS

Experience:

20xx-Present	Roberts Weaver Group <i>Graphic Design Intern</i> <ul style="list-style-type: none"> • Train on QuarkXpress and Adobe Photoshop & Illustrator • Design company logo, advertising materials and website for a local restaurant • Operate four color printing press • Maintain print marketing for four area businesses 	Cleveland, MS
Summers 20xx-20xx	Times Herald <i>Advertising Assistant</i> <ul style="list-style-type: none"> • Designed brochures, tickets, invitations and logos for clients • Operated four color printing press • Issued competitive bid prices for new accounts • Created print advertising for Sunday circulars 	Hattiesburg, MS

Honors & Activities:

- President's List
- Dean's List
- Omicron Delta Kappa Leadership Honor Society
- Student Government Association, Senate Member
- Volunteer, Bolivar County Head Start
- Volunteer, Cleveland Habitat for Humanity

References:

Ms. Hikari Baba

Former Supervisor/Owner & Partner
Roberts Weaver Group
Cleveland, MS 38930
(662) 843-1110
hikari@roberts-weaver.com

SAMPLE

Mrs. Amanda Pritchett - Bennett

Graphic Designer/ Former Supervisor
Times Herald
Hattiesburg, MS 38733
(662) 846-0000
apb@bc.com

Mrs. Allison M. Melton

Current Professor/Assistant Professor of Art
Delta State University
Cleveland, MS 38733
(662) 846-2222
amelton@deltastate.edu

Mr. Corey Dortch

John-Richard Client/Restaurant Owner
One Random Night
Greenwood, MS 38930
(662) 846-3333
cmdorthc@yahoo.com

**E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!**

SAMPLE

J O N A T H A N I V Y

jj.ivy@email.com

603 Park Avenue - Greenville, MS 38701

662.347.6546

August 21, 20xx

Mr. Steve Jobs
Apple
1 Infinite Loop
Cupertino, CA 95014

Dear Mr. Jobs:

I am excited about the available graphic design position at Apple. I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the organization.

In May 20xx, I will receive my Bachelor of Arts degree in Graphic Design from Delta State University. I am looking for an opportunity to put my skills and knowledge to use in within your company. The position at Apple will give me the opportunity to utilize my communication skills to help the organization meet its goal of (*state mission*).

In addition to studying such valuable courses as _____ and _____, I have learned a great deal about the profession through my internship with the Roberts Weaver Group in Cleveland.

The position at Apple is a replica of my interests and abilities. I am very excited about the possibility of joining the team and working closely with the clients and staff members. To provide you with more information about my experiences and education, I have enclosed my resume with this letter. Thank you for your time and consideration.

Sincerely,

Jonathan Ivy

Jonathan Ivy

Enclosure



Interview Questions for Graphic Designers



- What do you enjoy most about graphic design?
- What inspires you? What motivates you?
- Who has influenced your design the most? Who is your favorite designer?
- Tell me about a project you've worked on that you felt especially passionate about.
- Do you have the ability to do "non-computer" thumbnails or sketches?
- What is the best compliment you have ever gotten about a design project?
- How do you "sell" your designs? Give an example.
- How many times will you redo a piece before it is finished?
- Can you juggle several projects at once and face extremely short deadlines?
- How much time do you typically spend on projects?
- Tell me about a time when you had a tight deadline in school. How did you handle it in addition to other deadlines and coursework?
- Have you ever missed a deadline? How and why?
- Describe how you would manage graphics related projects that may take several months to complete and that may involve supervision of various subcontractors.
- How would you maintain a database of photographs, drawings, and/or dimensioned line drawings in both the original forms and in electronic formats for use by other personnel?
- Describe the process you would use to assure that new products are documented accurately and on a timely basis.
- Tell me about a time that you were working towards a goal and things were not going according to plan. How did you deal with it?
- What software was used on your portfolio pieces? Describe the printing process required.
- With which software are you proficient?
- Tell me about a time when you were experiencing stress on the job or project. How did you deal with it?
- Tell me about your PC, Mac, and writing skills.
- How do you feel when someone finds an error in your finished piece?
- How well do you handle criticism?
- What bugs you most when you are working on a design project?
- When given requirements to a project, what steps do you take to complete it? What are your first steps?
- What do you do when you are given very little instruction or guidance in designing something? For example, if I said I wanted you to design a new logo, but had no idea of what I was looking for, what would you do?
- Tell me about a time when you have to deal with a difficult or demanding person at work or school. How were you able to handle this person?
- What experience have you had working as part of a team in your present/last position?
- What is the difference between RGB and CMYK?
- Describe a trap and explain why it is important.
- When doing page layout, do you know how to do the formatting, such as tabs and style sheets?
- What do you know about prepress? Have you prepared digital files for a printing service, web publishing, or CD publishing?
- Describe how you would make the most of a palette limited to one or two colors.
- Describe your process for generating design ideas for a project. I'm particularly interested in how you develop an understanding of audience, message, and purpose, and then implement this understanding in your designs.
- Have you ever had an assignment that was heavily art directed – meaning that it was necessary to present revised concepts several times?
- What do you know about our company?
- Have you seen our website? What would you do differently with it?
- What type of work environment is best for your satisfaction and performance?
- With which software do you feel most comfortable?