



Digital Design Graphics Technology  
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## DDGT121 – Website Documentation Assignments – Resume

For your website:

Take your Resume you have created and modify it for your website. You will need to remove any references and any personal contact information you do not want out in the world.

For the Resume for yourself:

You should always have a Resume ready to go. If your Resume is over one page, you should also have a version that is only one page as this is a common request from possible employers.

Resume Ideas (in order of appearance on a resume):

- 2-3 sentence –things that make you stand apart
- Work History
  - most current on top
  - Include dates (months and years)
- Educational History
  - Most current on top
  - The college, certificate name, year
- Certifications
  - Autodesk Certifications of Completion
  - Awards
- Any additional skills / hobbies / personal interests that are applicable
  - Bi-Lingual
  - Art background
  - Volunteering? Anything that shows leadership?
- References
  - Three
  - Do not put their personal info on here, instead, “Personal references are available upon request.”

Things to consider:

- Multipage version (optional), you should also have a single page version
- Name, contact info, website url, logo
- Google layout ideas. Here is an example:
  - <https://myfuture.com/career/creating-your-resume>
- You should also have a physical copy (if possible) of 2 –3 of your best projects / work.
- If you are going to have color in your resume, have a black and white version that will not require a lot of ink to print. This could annoy possible employers.