



Digital Design Graphics Technology  
Napa Valley College

Gary Strommen  
Program Coordinator  
[ddgt@napavalley.edu](mailto:ddgt@napavalley.edu)  
707-256-7526

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 / 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
- 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, consider having a black and white version that will not require a lot of ink to print. This could annoy possible employers.