Student Name

Address / 585.XXX.XXXX / [student1@](mailto:student1@)naz.edu

**Education**

Nazareth College

B.F.A. in Visual Communication and Design, May 20XX

**Internship Experience**

*Title*, Name of Organization/Company (mo/yr - mo/yr)

» add description of skills gained and projects contributed to

»

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*Title*, Name of Organization/Company (mo/yr - mo/yr)

» add description of skills gained and projects contributed to

»

»

**Special Projects**

*Title or Name of Project*, Name of Organization/Company (mo/yr - mo/yr)

» add description of project, including specific software and skills used, any impact seen as a result of work, or outcomes achieved

**Exhibits and Awards**

*Name of Project*, Name of Art Show/Exhibit (20XX)

» Specific Award Earned

*Name of Project*, Name of Art Show/Exhibit (20XX)

» Specific Award Earned

*Name of Project*, Name of Art Show/Exhibit (20XX)

» Specific Award Earned

**Skills** {add/remove items to/from this list as needed}

» Copyediting and Proofreading

» Typography and Page Layout

» Project Management

**Community Service**

*Title*, Name of Organization/Company (mo/yr - mo/yr)

» add description of contributions to community

Note: there are a number of categories which might be appropriate for your resume, depending on your own unique background. You should create/use your own person brand/heading for all of your application documents. This needs to be tailored completely to your personal experiences.

**Portfolio**

[www.sarahdolan.com](http://www.sarahdolan.com/)

**Software**

InDesign

Photoshop

Illustrator

Microsoft Office

HTML

**References** Name

Title

Organization

Email

Phone

Name

Title

Organization

Email

Phone

Name

Title

Organization

Email

Phone

Name

Title

Organization

Email

Phone