STAND OUT: DESIGN RÉSUMÉ TIPS

Your résumé is a more expansive and comprehensive overview of who you are, what jobs you've held, and the responsibilities and accomplishments you've accumulated to date. You should review and adapt your résumé whenever you apply for a particular job or target a particular industry. Post it to your website for potential employers.

In addition to organizing the résumé content, the design of your résumé is critical. Employers use it as a test to see how you produce a one-page document exercising your design skills in the areas of brand identity, layout design, and typography. If you do not pass the "test," you may find that your résumé does not make the candidates' pile to be contacted. Your résumé needs to be free of content and design errors and overall, must be aesthetically pleasing.

1. **Update content.** In a Google Doc or Microsoft Word, update your résumé information. Use the STAND OUT Résumé Guideline and the Design Résumé Content worksheet to make sure you include appropriate credentials.

2. **Edit content**. Ask an instructor or professional to review and edit the content. Develop, and resubmit until completed.

3. **Design layout.** Create design layout three variations based on your personal brand identity style. Use elements (colors, typefaces, logo) from your personal mood board. Ask for feedback. Revise.

4. **Produce layout.** Select one design and produce the document in Adobe InDesign.
   - **Create a page grid.** Make sure to set up margins, columns, and spaces between columns based on your design layout.
   - **Establish paragraph and character styles.** ALL text on a résumé needs to be associated with a paragraph or a character style. This is the proper way to produce the document and makes it easier to modify type styles and the design layout.
   - **Keep designing.** Production is yet another phase where you can continue to modify the design layout. Adjust the grid, spacing, and type styles. Edit or add text to fit the layout. Make it easy to read and aesthetically beautiful.

5. **Get feedback.** Once you believe your design is completed, ask others, including your instructor, for ways to improve the layout.

6. **Use spell-check.** Misspelled words communicate that you are not paying attention to details. InDesign has a spell check feature. Use it as the final step in completing your résumé!