

# HOW TO GET HIRED

Resumes, Cover Letters + Interviews

**CAREER DEVELOPMENT  
+ WORK INTEGRATED LEARNING**  
AT EMILY CARR



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## What is a resume?

- A summary of your abilities, accomplishments and attributes
- An outline of your education, experience, and skills
- A demonstration of your qualifications and suitability for the type of position and employment you are seeking
- Your opportunity to stand out from other applicants

Resumes can also be called an Artist Resume or Curriculum Vitae (CV). They are each used in different circumstances, which we'll outline below.

## A RESUME DOESN'T GET YOU THE JOB - IT GETS YOU AN INTERVIEW

### Customizing your resume

Most resumes get only a 20-30 second scan, sometimes by shortlisting software instead of a human. So, it's important to use keywords through both your resume and cover letter.

1. Scan the job posting for keywords and phrases that demonstrate what the employer is looking for.
2. Use these keywords and phrases in your resume.

### References

Do not include names and contact information of your references on your resume. You only need to provide references if requested by the employer. Have a list of references prepared that includes: reference name, job title, place of employment, phone number and email address. Make sure you:

- Contact your reference for permission to use their name and so they expect a call from the employer
- Give them a recent copy of your resume
- Let them know a bit about the job you're applying for, or send them the job posting.

### What NOT to include on a resume

Privacy laws prevent employers from asking for information that could be used for discriminatory purposes. Standard resumes and CVs in North America do not include the following:

- Age
- Gender
- Nationality
- Picture

# What to Include in a Resume

## 1 NAME AND CONTACT INFORMATION

Your name and contact information should be included at the top of your resume. This should match the information included in your cover letter. Your resume should always have a link to your work so that if the reader is interested they can continue the screening process. Resumes lacking a clear way to access work samples are often rejected for creating an “extra step” for the reader.

## 2 ACCOMPLISHMENTS, SKILLS, EDUCATION & EXPERIENCE

The next step is to list your strongest accomplishments, skills, education, and experience as it relates to the opportunity. The job description will guide you towards what you will include and leave off. These are called “related” skills.

Once that is complete, fill in the rest of the resume with more details including “transferable” skills such as leadership, organization, documentation, or creative problem solving. **Make sure that each additional entry is complete, with a result or accomplishment clearly stated for the reader.**

If for example you were the leader of a project that completed within scope earlier than anticipated, allowing you to add extra components, that is an accomplishment! Make sure that all of your accomplishments can be verified by references.

## 3 SUMMARY OR HIGHLIGHTS

Finally, write a summary or highlights section with your “top 5” accomplishments and skills as they relate to the position. This will likely be written last, as you will need to first identify and clearly state your related and transferable accomplishments, but it should be placed at the top of your resume as it will encourage the reader to continue. This section will demonstrate to the reader that you understand their needs, and have self-selected based on your proven ability to meet them. The rest of the resume provides more detail.

## ! PERSONAL INFORMATION

In North America, only your name, contact info, work history, education, accomplishments and skills need to be listed. Any additional personal information is not required such as date of birth or personal photographs.

### TARGETING YOUR RESUME

The most common critique of resumes is that the content is incomplete. The reader is most interested in what you have accomplished, what you have done, and what you can do – as it relates to their needs and criteria.

***This means you need to be targeting your resumes to exactly what is being asked for. The job description and criteria will guide what you include in your resume for that specific***

## How to build your resume

1. Use the worksheet on the next page to start building your resume. Omit/make additional headings depending on the resume's purpose.
2. This is not a list of job descriptions, rather a list of successes, skills, strengths.
3. Create a resume layout using these basic guidelines:
  - **Create a hierarchy and structure with your layout- and stick to it!**  
Use bold or larger typefaces to distinguish headings and put those sections of the resume that are most critical for the employer to read at the top. Potential employers will likely spend an average of 10 seconds on your resume, so **make sure any relevant skills or experience are easy for an employer to spot.**
  - **Consider your audience and what they are looking for when formatting your content and layout**  
For example, if you are applying for a skills based position, put your skills section near the top of the resume.
  - **Choose a style and format for listing employers, titles, dates and locations**  
Stay consistent throughout the document as this helps the employer locate information quickly and simply. Use font size, capitals, bold, italics and bullets to categorize, but don't overdo it.
  - **Use action verbs to describe your experiences** (see list of action words attached)  
Avoid using the same verb twice. Organize your responsibilities under each position in order of importance/relevance. Use past tense for jobs which you are no longer working.
  - **Avoid writing your resume as a narrative.** Bulleted lists work better than sentences and help to highlight key points.
  - **Focus more on HOW you did the job, what SKILLS you used,** not a list of duties (see action word and skill examples attached).
  - **Be specific with your information and include numbers and dates whenever possible**  
You do not need to include months with years unless a position was held for less than one year.
  - Once your resume is perfected, **save a copy as an Adobe PDF file** to capture all fonts and retain formatting.  
When submitting a resume electronically or posting it on your website, always use the PDF version unless instructed otherwise. When in doubt, ALWAYS follow the employer's application instructions.
  - **Use color sparingly** in your resume, if at all
  - Make a black and white photocopy to ensure it is readable after copying. It is safe to assume your resume will likely be viewed as a photocopy by an employer
4. **ALWAYS have someone proofread your resume before you send it out!**  
Typos or grammatical errors on your resume are guaranteed to get disqualified from getting short-listed.

## Types of resumes

Regardless of the type you choose, it is important to create **one master resume for your personal files that is a record of all of your current and past experiences and accomplishments**. This master resume should never be used for job applications, but kept more as a record for yourself.

- The key to developing an outstanding resume is to customize it, drawing from the master resume, to suit the specific position or opportunity for which you are applying. Choose carefully among the experiences you have, making sure to match the qualifications listed on the job posting and leaving out experiences that are unrelated.

### PROFESSIONAL RESUME (Employment + Co-ops/WIL)

- Length: 1-2 pages, recommended 1 page if still in school
- Format: Start at the top with your name and contact information in a larger type face. Choose fonts and sizing wisely, as this will become your brand that carries from your resume to your cover letter and artist statement. Stick to fonts that are clean, and not distracting or hard to read.
- Includes: Name and Contact Information, Education, Work Experience (which can be separated into *Relevant* and *Additional*) with job description and duties, Skills, Exhibitions (optional), Awards, Honors, etc. Each section below your name should be listed in reverse chronological order, with the most recent experience first. The professional resume is designed to highlight skills and work experience, so it is more descriptive than an artist resume for galleries.

### ARTIST RESUME (Galleries, Residencies + Competitions)

- Length: 1-2 pages, depending on stage of career and content
- Format: Follows the format of the Professional Resume, but not as descriptive
- Includes: Name and Contact Information, Education, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by Artist, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Exhibitions Curated, Affiliations, Memberships, Independent/Volunteer Activities, Experience (only art related with minimal descriptions). Similar to Teaching CV, but shorter. (see Teaching CV below)

### ARTIST BIOGRAPHY

- Length: 1-2 paragraphs
- Format: Written in third person
- Includes: A narrative version of your resume, including an outline of your practice and where your work has shown.

### TEACHING ASSISTANT CV

The Latin name for resume, Curriculum Vitae, is used most often in academic contexts

- Length: Usually longer than a resume, short versions 2-3 pages, long versions for advanced professionals may be 4 or more pages
- Format: Follows the format of the Professional Resume, but not as descriptive.
- Includes: Name and Contact Information, Education, Teaching Experience, Related Experience, Skills, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by you, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Curation, Affiliations, Memberships, Independent/Volunteer Projects.

Fill in the blanks, and omit or make additional headings, depending on the purpose of your resume.

## HEADING

Name \_\_\_\_\_

Address, Phone Number and Email\* \_\_\_\_\_

Personal Website (Make sure it is updated and working) \_\_\_\_\_

\* Do not use an “unprofessional” email address. If possible, try to include your name in the email address: www.elainechandesign.ca

## SUMMARY OR HIGHLIGHTS OF EXPERIENCE

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Write a summary or highlights section with your “top 3 to 5” accomplishments and skills as they relate to the position. This is placed at the top of your resume to encourage the reader to continue. Focus on what they asked for in the job posting

## EDUCATION

**Example:** **Emily Carr University of Art + Design, Vancouver BC Canada** **Sept 2020 - April 2024**  
Institution, City, Province (do not include high school) Start Date to Anticipated Graduation Date (month/year)

Degree and Major/Concentration: example: “Bachelor of Media Arts, 2D Animation ”  
Institution, City, Province (if you have other education to list) Date Range Attended (month/year - month/year)

Course of study (if degree not received) such as “Fine Arts Courses” or description of program such as “Semester Abroad”  
Example: **Studio Art Center International (SACI), Florence, Italy** **2018**

## PROFESSIONAL EXPERIENCE

Internships and volunteer work may be included here, or under other headings. “Professional Experience” does not have to be paid experience. If listing them here, replace job title with “volunteer” or “intern”  
You can also separate out your experience into “RELEVANT EXPERIENCE” and “ADDITIONAL EXPERIENCE”

Company/Organization, City, Province ( If applicable, also indicate the department) Date Range Employed (May - Dec 2019)  
Example: **Emily Carr University of Art + Design Art, Ceramics Department** **Sept - Dec 2018**

Job Title \_\_\_\_\_

Description of duties/responsibilities, point-by-point, starting with an action verb in appropriate tense. Focus on achievements vs tasks.

Company/Organization, City, Province Date Range Employed

Job Title \_\_\_\_\_

Company/Organization, City, Province Date Range Employed

(Description of duties/responsibilities)

## RELEVANT ACTIVITIES / EXPERIENCE

List Curating, Performance, Student Activities/Clubs, Class projects including your role in them, projects, etc.

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Name of Project/Organization, City, Province	Date
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Description of Project

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Name of Project/Organization, City, Province	Date
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Description of Project

## SKILLS

See attached list of example skills. Skills can also be listed after Education

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Software: List software, platforms, all that you are familiar with or proficient in

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Fine Art or Studio: Be specific.

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Functional or Soft Skills: Interpersonal skills and

## AWARDS / ACHIEVEMENTS

Include Scholarships, Grants, Awards, Prizes, etc. Do not include dollar amounts.

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Name of Award or Scholarship	Date Received (usually year only)
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Name of Award/Achievement	Date Received
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## EXHIBITIONS

Optional, only use if applicable. Exhibitions may be separated by type (separated out by “Solo” and “Group”) or listed together.

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“Title of Show,” Name of Gallery/Space, City, Province, Year (only)

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“Title of Show,” Name of Gallery/Space, City, Province, Year (only)

## PUBLICATIONS

Optional, use only if applicable.

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Name of Publication, City, Province, Item Published, Date + Year (If magazine or newspaper, just year if other publications)

## COLLECTIONS

Optional, use only if applicable.

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Name of Organization/Company, City, Province

If individuals have purchased/commissioned your work, you may refer to them as “Private Collections in Vancouver, BC”



## Action Words

USE THESE ACTION WORDS TO PUT POWER INTO YOUR LANGUAGE WHEN YOU WRITE YOUR RESUME.

Accelerated	Counseled	Imagined	Organized	Represented
Actively	Created	Implemented	Originated	Researched
Adapted	Decided	Improved	Participated	Restored
Administered	Delegated	Increased	Performed	Reviewed
Advised	Delivered	Influenced	Persuaded	Revised
Analyzed	Demonstrated	Initiated	Pinpointed	Scheduled
Appointed	Designed	Inspected	Planned	Selected
Appraised	Developed	Installed	Predicted	Served
Arranged	Devised	Instructed	Prepared	Set-Up
Assembled	Directed	Interpreted	Presented	Sketched
Assisted	Displayed	Interviewed	Printed	Sold
Audited	Distributed	Invented	Produced	Solved
Budgeted	Dramatized	Investigated	Proficient	Spoke
Built	Edited	Launched	Programmed	Streamlined
Calculated	Effectuated	Lead	Promoted	Structured
Chosen	Eliminated	Lectured	Protected	Studied
Circulated	Entertained	Listened	Proved	Supervised
Classified	Established	Located	Questioned	Supported
Coached	Estimated	Maintained	Read	Talked
Collected	Evaluated	Managed	Recommended	Trained
Compiled	Examined	Marketed	Recorded	Taught
Completed	Exhibited	Measured	Recruited	Translated
Conceived	Expanded	Mediated	Reduced	Used
Conducted	Expedited	Monitored	Referred	Wrote
Conserved	Formulated	Motivated	Rehabilitated	
Constructed	Found	Negotiated	Reinforced	
Controlled	Founded	Obtained	Remembered	
Coordinated	Generated	Operated	Rendered	
Corresponded	Identified	Ordered	Repaired	

## Skills

Take your cues from the job posting as to what skills you should be highlighting

FUNCTIONAL SKILL SET EXAMPLES:

### COMMUNICATION SKILLS

Writing  
Critique/Articulate  
Presentation  
PR  
Active Listening

### CRITICAL THINKING SKILLS

Critical problem-solving  
Intuitive thinking  
Strategic thinking  
Analysis / Evaluation  
Research

### TEAM / LEADERSHIP SKILLS

Collaborate  
Team Player  
Lead  
Facilitate  
Manage

### INTERPERSONAL SKILLS

Responsible / Ethical  
Motivated  
Flexible  
Patient  
Empathetic

### ORGANIZATIONAL SKILLS

Multi-tasking  
Time management  
Project management  
Planning  
Trouble shooting

### CREATIVE SKILLS

Creative process  
Colour theory  
Visualization strategies  
Iteration  
Visual Storytelling  
Creative thinking

### STUDIO SKILLS

Carpentry  
Fabrication  
Installation  
Painting, Drawing, Photography  
Ceramics  
Lighting, Sound, Video, Editing

### SOFTWARE SKILLS

Adobe Suite  
Microsoft Office  
Web based platforms  
Wireframing software  
3D Modeling software  
Social Media  
E-commerce

## Once you have a draft....

BRING YOUR DRAFT RESUME INTO THE CAREER DEVELOPMENT + WORK INTEGRATED LEARNING OFFICE FOR REVISION. We can offer advice and tips to improve your materials.

## Example Resumes

The following pages contain a variety of resume and CV examples to help provide guidelines and inspiration when creating your own version. TIP: You can always *google* resumes and other professional documents in your field to get additional ideas on layout and format.

# JANE CHAN

1234 West Broadway, Vancouver BC V2N 1B3  
jchan@ecuad.ca 604 555 5555 www.janechan.com

creative maker / problem solver / innovative  
interdisciplinary / strong communication and  
interpersonal skills

## EDUCATION

### Emily Carr University of Art + Design

Vancouver BC, 2017 - present  
BFA in Animation, May 2021

Portfolio Based Scholarships/Awards:

MS Excellence Scholarship, Trustee Scholarship,  
Foundation Recognition Award

## ILLUSTRATION / ANIMATION FOCUS

- Visual Development
- Background and Environment Art
- Character Animation and Design
- Concept and Storytelling

## RELEVANT COURSEWORK

- Sequential Art
- Illustration I and II
- Character Design for Illustration
- Life Drawing
- Advanced 2D Animation
- Intro to 3D Animation

## NOTABLE PROJECTS

### Coming to Life | Class project 2018

Group project outlining the process of digitally animating hand drawn illustrations

### Angels | 3D Animated Short Film 2018

Collaborated with a small group of 2<sup>nd</sup> year students on this class project - 2D storyboard, concept art, backgrounds  
3D: camera, lighting, animation, colouring, compositing, sound

### The Stars in Our Skys | Book 2016

Provided 2D illustrations for an independent children's book

## SKILLS

### Software

MacOS, Windows, Adobe Suite, (Photoshop, Dreamweaver, Flash, Premier Pro, After Effects), Final Cut Pro, 3DS Studio, Wacom Tablet

### Studio

Representational Drawing and Painting in acrylic, watercolour, ink, graphite, charcoal.  
Hand drawn 2D animation and production.  
Experience in sculpture, installation, and stop motion animation.

## LEADERSHIP

### Student Union Board, Member at Large 2018

Elected by peers in my area of study to represent the student membership

### Emily Carr Open House Student Panel 2017

Nominated to speak and represent the university to over 400 prospective students and parents

### YMCA Leadership Seminar 2016

Participated in leadership training and focused workshops on community building and social action

## ADDITIONAL EXPERIENCE

### JJ Bean, Vancouver BC Jan 2018 - present

#### Barista

Worked as a part of a team to serve and accommodate customers, operated register and prepared beverages

### London Drugs April 2016 - Oct 2017

#### Stocking Assistant

Maintained stock levels on shelves, merchandised item for visual appeal, assisted customers

# JANE CHAN

jchan@ecuad.ca | (604) 555 - 5555 | www.janechan.com

STUDIO EXPERTISE	Digital	Canon and Nikon DSLR systems; advanced Adobe Photoshop CS6 and Lightroom 4 editing workflow;
	Photography	X-Rite i1 device color calibration; Epson Stylus Pro series fine art printing workflow
	Analog	Large format view camera, Mamiya 7II rangefinder, Hasselblad 500C/M SLR, various 35mm systems;
	Photography	C-41 hand processing, silver gelatin B&W processing and printing; chemical darkroom set-up
	Studio lighting	Novatron, Calumet, Smith Victor, Lowel light kits; multiple- and mixed-light setups with constant lights and off-camera strobes; metering techniques and colour balancing procedures for analog and digital
	Design	Adobe Illustrator and InDesign CS6; Blurb.com and MagCloud.com advanced book and publication design
	Audio & Video	Tascam field recording equipment, Pro Tools LE; Final Cut Pro X; Epson, Panasonic, Hitachi projectors
Other Skills	Mac OSX, Keynote, Microsoft Office 2011; woodshop equipment and procedures; frame assembly	
EDUCATION	2012	BFA Photography Major, Emily Carr University of Art + Design, Vancouver, BC
PROFESSIONAL EXPERIENCE	2007-13	<b>Freelance Photographer, Vancouver, BC and Toronto, ON</b> Clients include: Public Art Program City of Vancouver, Emily Carr Comms Department; United Nations Commission on the Status of Women, Lambda Legal in New York
	2011	<b>Student Monitor, Photo Department, ECUAD, Vancouver, BC</b> Handled fine art print jobs for grad students on large format Epson printers; streamlined Lab's printing procedures and created step-by-step printing workflow instructions for students and faculty
	2007-10	<b>Assistant to the Director, CITYarts, Inc, Toronto, ON</b> Reported to Executive Director of historic public art 501(c)3 non-profit; managed three full-time employees; hired and supervised twenty interns annually; wrote corporate, private, and government grant proposals
	2007	<b>Studio Intern, Jeff Harris Photography, New York, NY</b> Set up and struck sets; assisted on commercial shoots for Marie Claire, Glamour, Travel + Leisure
	2006	<b>Lighting on the Edge workshop, Maine Photographic Workshops, Rockport, ME</b> Completed weeklong intensive class on advanced strobe and nighttime lighting techniques
	2013	<b>Smörgåsbord</b> , juried by Paddy Johnson, Gallery CA, City Arts, Toronto, ON <i>Printed Matter Art Book Fair</i> , Arts & Sciences Projects booth, The Geffen Contemporary at MOCA, Los Angeles, CA
SELECT EXHIBITIONS	2012	<i>Ekphrasis</i> , Grad Show Exhibition, Libby Leshgold, ECUAD, Vancouver, BC <i>LUX Juried Invitational Benefit Exhibition</i> , Place de Arts, Vancouver, BC <i>Young Blood 2012</i> , , Place de Arts, Vancouver, BC <i>Good Light Photography Exhibition</i> , Current Space, Vancouver, BC <i>Voyeurism/Intimacy: The Public/Private Divide</i> , juried by Todd Hido, RayKo Photo Center, San Francisco, CA 2011 <i>Nowhere More Familiar</i> , solo exhibition, Centre A, Vancouver, BC <i>Studios</i> , curated by Shane Lavalette, hosted by Lay Flat and Light Work, Vancouver, BC <i>Student Show</i> , Libby Leshgold, ECUAD, Vancouver, BC
	2010	<i>Objects in the Mirror</i> , hosted by Helac & Wirth Art Advisory, Kitchen Habitat, New York, NY

# ARTIST NAME

555-555-5555 | artist@email.com | www.artistwebsite.com | Address, Street, City, Province

## Education:

School of the Art Institute of Chicago. MFA., Studio Art, 2010.

Emily Carr University of Art + Design. BFA, Painting, 2007.

## Solo Exhibitions:

2015 - Super Gallery, "ARTIST NAME: Metal and Meter," Vancouver, Canada.

2013 - Son Gallery, "Night," Marrakesh, Morocco.

2012 - Praxis International Art, "Manifestaciones," Mexico City, Mexico.

2009 - Art Gallery of Ontario, "Voices," Toronto, Canada.

## Selected Group Exhibitions:

2016 - Agora Gallery, "Collective Show," New York City, USA.

2015 - Serpentine Gallery, "Morning Series," London, UK.

2015 - Gallery 123, "Collective Show," Vancouver, Canada.

2014 - Galerie, "Exhibition," Paris, France.

2014 - Gallery 9, "Crime and Punishment," Prague, Czech Republic.

2013 - Galleria Raffaello, "Traveling Exhibition," Milan, Italy.

2013 - Brummen Gallery & Studio, "Collective Show," Amsterdam, Netherlands.

2012 - Gallery 20-23, "Collective Exhibition," New York City, USA.

2011 - Galerij EA, "Illustratieve Expositie Collectieve," Bruges, Belgium.

2011 - Calgary Art Gallery, "Rockfall," Calgary, Canada.

2011 - Access Gallery, "Above," Vancouver, Canada.

2010 - Lake Michigan Gallery, "Ice," Chicago, USA.

2008 - Museo d'Arte, "La Terra," Rome, Italy.

## Public Collections:

"Transformation and Reformation." Public Art Museum. Cityville, USA. Donated 2015.

"Disorder" International Collection, National Art Foundation. Athens, Greece. Acquired 2013.

## Publications and Media:

"Grand Dissection." The Spectrum. Volume 31, August 2014. Pages 9-13.

"The Passenger." Cultural Magazine, May 2008. Pages 16-19.

## Honors and Awards:

International Prize, Contemporary Art Festival, Madrid, Spain. 2015.

Fine Art Award, Israeli Art Association, Tel Aviv, Israel. 2013.

World Culture Prize, Agency for Cultural Affairs, Kyoto, Japan. 2012.

## Member of the Following Organizations:

Art Group International, Joined 2012.

Littletown Painting Circle, Founding Member, 2005.

Current Representation: Gallery Name, City, Province, Country. Website and/or phone number.

# Gina Farhad

1234 Commercial Drive  
Vancouver, BC, V5N 1C4  
(123) 456- 8910  
gina.farhad@gmail.com

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

## Skills + Abilities

- Creative Problem Solver
- Highly collaborative
- Focused, Dedicated + Reliable
- Detail Oriented + Organized Multi-Tasker
- Visual Design
- Quick Learner
- Fast worker
- Web + Mobile Literate
- Verbal + Written Communication

## Technical Design Skills

- Graphic Design
- Info Graphics
- Typography
- Illustration
- Agile Design Process
- Adobe Creative Suite
  - Illustrator
  - Adobe Photoshop
  - After Effects
- Indesign
- Lightroom
- Photoshop
- Photography

Emerging graphic designer with a focus on innovation brand creation, new design methodologies, current design trends, technology, and visual storytelling

## Education

September 2017 - Present      Emily Carr University of Art + Design, Vancouver, BC  
Bachelor of Design, majoring in Communication Design

## Related Experience

January 2020 - Present      *Junior Designer* • Crush Marketing (Vancouver BC)  
Create visual graphics for social media content using Adobe Suite (Photoshop, Indesign, Lightroom). Collaborate with the team to ensure project timelines are met.

November 2019      *Team Participant* • Game Pop, 48 hour Game Jam (Vancouver, BC)  
Collaborated with a team of developers, and UX/UI designers to design mockups and apply visuals for a mobile app game design session/competition within a tight timeline.      *Award: best rookie team design*

October 2019      *Find Me Info Graphic* • 2nd year Group Class Project  
Created an Info Graphic as part of a team project to distill data from complex alumni mapping search into an info graphic

## Additional Experience

September 2018 - April 2020      *Designer* • TEDxEQUAD  
As a part of the design team, I created production ready visual assets for use on social media, web and print, keeping to a tight schedule

August 2017      *Wayfinding Volunteer* • BC Children's Hospital

## Achievements

March 2018      **Foundation Year Group Exhibition,**  
Emily Carr University of Art + Design

# MARIA CHRISTINA GARCIA

1234 East Street, Vancouver, BC, V5N 1T4  
Email: mariagarcia@domain.com

Phone: 555-555-5555  
Demo Reel [www.url.ca](http://www.url.ca)

Fourth year Film & Screen Arts student with a focus on cinematography & a passion for the art of visual storytelling, seeking a cinematography internship. Fast learner, innovator & hard worker with a keen eye for detail & strong command of camera & editing techniques.

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## SKILLS: EQUIPMENT & TOOLS

Cameras: Canon EOS C500 4K | Canon EOS 80D | Arri SRIII and Alexa  
Editing Software: Adobe Premiere Pro CC and After Effects CC | Final Cut Pro X |  
Magix Sound Forge | Acid Music Studio  
Other Applications: DaVinci Resolve | Blender (3D program) | Apple Motion | Compressor

## EDUCATION

2017 - 2021 Emily Carr University of Art + Design, Vancouver BC, Canada  
BFA Film & Screen Arts  
Relevant Coursework: Cinematography I & II, Editing I & II

## RELEVANT EXPERIENCE & PROJECTS

### ***Stay Here Forever* | Short Film, 2018**

Camera, Lighting, Storyboards

Collaborated with a small group of 2nd year students on this class project/short film study about a relationship gone wrong.

### ***Beyond Garbage* | Experimental Cinematography Project, 2017**

Camera, Editor

First year project: conducted a series of camera experiments using reclaimed objects as filters.

### **Thompson Secondary School, Edmonton, Alberta, 2015 - 2016**

Lead Camera, Editor

Served as lead camera operator for broadcast department in grades 11 & 12. Helped shoot & edit school's promotional video used as a recruiting and fundraising vehicle. Filmed & edited school basketball games & special events.

## AWARDS & ACHIEVEMENTS

- Top 5 Finisher (out of 150), Student Division, 2016 Vancouver 24-Hour Film Challenge  
Director, Cinematography
- Participant, 2015 Green Short Film Competition  
Co-Writer, Cinematography

# Christine George

1399 East 21st Avenue, Vancouver, BC (778) 513-0905  
contact@cgeorgeart.com www.cgeorgeart.com

I am a multidisciplinary artist with a practice based in painting, writing, curation and sustainability. I am passionate about student focused teaching and learning in visual art. My work is informed by my proud Stó:lō heritage.

## Education

2019 - present **BFA, Emily Carr University of Art + Design**  
Vancouver BC

### Studio Skills

Painting  
Installation  
Curation  
Digital Imaging  
Sculpture

### Academic Skills

Critical Writing  
Art History  
Critical Theory  
Lesson Planning  
Course Design

### Additional Skills

Group Facilitation  
Creative Collaboration  
Leadership  
Restorative Practices/Conflict Resolution

## Relevant Experience

**09/2020 - present Student Monitor, Foundation Department**  
**Emily Carr University, Vancouver, BC**

Assistant for the Foundation Department for Orientation, the Foundation Show exhibition and other events. Working alongside the Foundation Coordinator, assisting with presentations, communications, installation and general questions

**03/2018 - 08/2020 ESL English Teacher**  
**English Language Arts**

Teaching English online to students, aged 4-12: basic English diction, grammar, spelling, and sentence formation. Supporting students of varied skill levels to engage with the materials in a meaningful way. Troubleshooting difficulties, comprehensive lesson plans, liaising with parents, etc.

**05/2015 - 08/2016 Kinder Camp Art Instructor**

**Á:lmèlháwtxw Early Education Centre, Chilliwack, BC**

Provided custom art-based activities for pre-school aged children. Course content included: nature-based material creation, painting, basic sculpture using gathered/recycled materials, exploring play-based group creation.



ARTIST BIO: Felicia Lestari (she/hers)

Felicia Lestari was born in Jakarta, Indonesia and currently lives in Vancouver, British Columbia. She is currently completing her BFA in painting at Emily Carr University of Art + Design, where she has received an entrance scholarship.

Felicia's art reflects her interest in migration and multiculturalism. In her practice she explores elements of surrealism juxtaposed with the realism of photography using illustration, paint and digital art. Her large-scale compositions convey feelings of excitement and discovery with aspects of polarity to mimic the culture shock, and loneliness often experienced by refugees and new immigrants when adapting to western culture.

Felicia's work has been featured in group exhibitions which include the *Foundation Show*, and *Transitions, the Exchange Show*, both at the Michael O'Brian Exhibition Commons at Emily Carr University. She has also had her work featured in *Woo* magazine, Fall 2020 & Spring 2019 issues. Her piece, *Strangers Eyes* was selected for the cover of *Sad Magazine*, issue 49.

Her art is found in select private collections in Canada and Indonesia.

# COVER LETTER BASICS

## Why is a Cover Letter Important?

Cover letters are expected to complement a resume in employment applications and allow you to introduce yourself to employers and expand upon points mentioned in your resume. They are also an opportunity for you to demonstrate your written communication skills, while explaining why you are well suited to the opportunity. **You should always include a Cover Letter, even if it isn't mentioned.**

## How to Format a Cover Letter

### 1 NAME AND CONTACT INFORMATION

Cover letters are a standard business letter, and the format does not vary. There are certain components of a cover letter that are required, and failing to include them may prevent your application from moving forward. **Cover letters are always a single page.**

### 2 COVER LETTER RECIPIENT

Cover Letters must have a header that matches your resume, the date, the company name and address, position title (and reference number if there is one), and be addressed to an individual. If you are unsure of who to address the letter to, check online or contact the company. Professional networking sites such as LinkedIn may also offer clues as to who might review your resume. Having the correct name/ tile on your Cover Letter shows you are prepared to put in extra work to find important information.

Avoid addressing “To Whom it May Concern” in a cover letter. If all efforts to find a name and title are unsuccessful, you can address your letter to “Hiring Committee, (position title)”

### 3 DESCRIPTIVE PARAGRAPHS

**A cover letter is a formula** (see sidebar) containing a few short paragraphs, that identify what job you are applying for, how your skills and experience match the job, and why you are interested in the position, specifically at this company. Approaching it this way can help in the task of writing one.

#### FOLLOW A FORMULA

Approaching a Cover Letter as a formula, can help to demystify the process.

PARAGRAPH ONE:  
Opening/Introduction

PARAGRAPH TWO:  
Why you

PARAGRAPH THREE:  
Why them

PARAGRAPH FOUR:  
Closing/Thank you

Be sure to identify what job you are applying for, how your skills and experience match the job, and why you are interested in the position, specifically at this company.

NOTE: paragraph two and paragraph three are interchangeable

## Standard Cover Letter format:

<b>1</b>	<b>Gina Singh</b> 888.777.6661 gina.singh@example.com portfoliolink@access.ca	11 Park Street Vancouver BC, V5K 1E6
<b>2</b>	January 1, 2021  Ms. Jane Cheung, Human Resources Manager Interesting Studio 1234 Kingsway Burnaby, BC V5A 1W9  Dear Ms. Cheung,	
<b>3</b>	Re: Job #2005EX	

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**Everything above this line is required in a cover letter for formatting.**

**Paragraph 1 INTRO:** This is an introductory paragraph that is only a few statements long. Restate which job you are applying for and where you found it. Explain in one or two concise statements why you are a match for the position, for example: “Due to my combined education and experience, I believe I am an excellent candidate for this position.” If you know someone at the company or were referred by a recruiter, mention it here.

**Paragraph 2 WHY YOU:** What will you contribute? What is relevant to them about you? Here you will demonstrate how your skills and experience make you the best person for the job.

- Highlight the relevant parts of your resume that most qualify you for the position.
- Choose skills that match or closely relate to those in the job description.
- Site specific examples that demonstrate what you will be bringing to the employer.
- What unique strengths do you have and how can they be utilized in this role?

**Paragraph 3 WHY THEM:** Why you like them. What’s relevant about them to you. Explain why you are interested in the job in terms of your philosophy, art style, values, or the company’s vision for example.... An employer will be impressed that you have done your homework on them.

- Research the company using their website and take notes of projects or ideals that you are impressed with.
- Mention a few examples of and share why you see yourself fitting in at their company, and specifically in this role, and how well this fits with your practice!
- Of all of the jobs/people/companies out there, why do you want to work for them.

**Paragraph 4 CLOSING:** Thanks | Enclosures | Contact | Website | Next Steps

- Close by thanking the prospective employer for their time and consideration.
- Mention enclosures such as your resume or portfolio samples, and/or direct them to your website or online portfolio.
- Clearly request an interview and tell the reader how to contact you. “I look forward to discussing this opportunity further, and I can be contacted to schedule an interview by either email or phone”
- Restate your email and telephone number. Don’t simply tell the reader to “see above,” as this creates an unnecessary extra step for them.

Sincerely,

[Signature]  
Gina Singh

Enclosed: Resume (1 page)

# Gina Singh

11 Park Street, Vancouver, BC V5K 1E6  
gina.singh@example.com  
portfoliolink.access.ca  
888.777.6661

## Example Cover Letter:

Ms. Jane Cheung, Owner  
Interesting Studio  
12345 Kingsway  
Burnaby, BC V5A 1W9

January 1, 2021

Dear Ms. Cheung

Re: Job #2005EX

I am writing in regards to the Photography Summer Intern position posted on Emily Carr University's job board, Artswork. I am currently pursuing my BFA with a major in Photography and I believe my education and experience make me an excellent candidate for this position. The opportunity to work alongside a professional photographer with your wealth of expertise and knowledge would be invaluable to me as an emerging photographer and aspiring entrepreneur.

INTRO

After exploring your website and portfolio, I was immediately intrigued by your photographic style and the diversity of your subjects. I am extremely interested to learn more about your artistic approach and the process you use to capture the perfect image. It would be fascinating to see first-hand how you scout locations and select the environments in which to depict the artists and musicians that you photograph. I would also be keen to bring my strong work ethic, collaborative spirit and strong studio skills gained through previous roles to support your ongoing studio work.

WHY THEM

I have been fortunate to have had meaningful hands on experience in working as an intern previously for both Working-Photos and Lazarus Studios. Through these internships, I gained experience assisting in every aspect of professional photo shoots; from planning and staging, to onsite logistics, and post production editing. As a studio assistant, I have experience with scouting locations, setting up lighting, digital editing, researching, photo archiving, and social media marketing. I am proficient in the use of Adobe Photoshop and Lightroom to process and retouch images.

WHY YOU

Thank you for taking the time to review my application. I look forward to discussing a potential internship with you at your earliest convenience. I can be contacted to schedule an interview at (888)777-6661 or via email at gina.singh@example.com. I've attached my resume for your consideration and my portfolio can be viewed online by visiting: portfoliolink.access.ca.

CLOSING

Sincerely,

(Place Signature Here)  
Gina Singh

### REMEMBER

Always proofread  
your Cover Letter  
prior to sending!

# INTERVIEW BASICS

## Interview 101

Interviews allow the employer to get a better sense of what it is like to work with you. It gives them a chance to assess your interpersonal skills, test your abilities, and determine if you are a good fit within the company or organization.

Sometimes there is more than one interview during the hiring process. First interviews are often shorter and more general, in order to verify the information in your resume and cover letter. These can be in person, by telephone, or video call. Second interviews may be with an individual, or a panel, and may involve a design challenge, test, or presentation of sorts. Be prepared to demonstrate and describe your qualifications in-depth.

## How to Prepare for an Interview:

### BEFORE THE INTERVIEW

1. **Review the job description and your application**, and identify the skills, abilities and experience you have that meet the job requirements, so you can emphasize these points in your interview.
2. **Research the company**, check out their online presence and product or service information. During your research, take note of the following:
  - The type of work/projects the company engages in and how it aligns with your practice, skills, abilities, etc.
  - Anything you have questions about (you can ask them during the interview) to demonstrate you have done your research and have an interest in the company.
3. **Review your application** and be prepared to speak to any aspect it.

Bring a few copies of cover letter, resume, references, and your portfolio for reference.

### KNOW YOUR RIGHTS.

Interviewers do not have the right to ask you questions about certain criteria such as:

- National origin
- Religious beliefs
- Gender identity
- Sexual orientation
- Race
- Age
- Marital Status
- Political beliefs
- Health or disability

### For information consult:

BC Human Rights Code:

<http://www.bclaws.ca>

Canada Human Rights Commission:

<http://www.chrc-ccdp.ca/eng/content/i-want-know-more-about-human-rights>

## AT THE INTERVIEW

Arrive 5-10 min early.

Dress appropriately for the company culture and make sure that your appearance is clean and tidy overall. Be professional and friendly and make eye contact when meeting everyone involved in your interview process.

Bring your list of key qualifications and any questions you noted during your research. This can serve as your cheat sheet during the interview if you get stuck on a question.

Be prepared to match the tone that the interviewer sets, and follow the structure of the interview as outlined by the company.

**It is normal to be nervous in an interview, but don't let this get in the way of your confidence. Take a deep breath and take your time and listen carefully to the questions you are being asked and feel free to clarify, if you are unsure of the question, for example: "Let me make sure I understand your question, do you mean...?"**

## WHAT QUESTIONS MIGHT BE ASKED?

Be prepared to answer many types of questions during your interview including introductory, skill based, and interpersonal scenario questions.

Your answers should demonstrate how your unique set of experience, skills and abilities meet the requirements of the job by emphasizing:

- Your knowledge of and interest in the company
- Your hard skills (technical) and soft skills (interpersonal)
- Your accomplishments

## END OF INTERVIEW

At the end of the interview it is common for the interviewer to ask if you have any questions. This is your opportunity to review the questions you prepared for any that have already been answered during the interview. This is also a good time to review your notes to make sure you included everything you wanted to highlight about your suitability for the job. If you missed anything, you can add it now.

For example:

"There is one thing I wanted to add..."

"I didn't have the chance to mention my experience with..."

Send an email within 24 hours, to thank them for taking the time to meet with you and to reaffirm your interest in the position.

### ATTEND AN INTERVIEW STRATEGY SESSION WITH THE CAREER DEVELOPMENT + WIL OFFICE

Session topics and times are posted on the Career Development web page, at the Career + Professional Development Office, and on the Playlist.

## GENERAL & INTRODUCTORY QUESTIONS:

You will likely be asked to tell the interviewer about yourself and your interests.

### If you are stuck think of your PAWS:

- Personal** Who you are and why you're interested in this position.
- Academic** Your academic interests and how your education/training relates to the position.
- Work** Previous relevant work or volunteer experiences you have, and what you accomplished or gained from these experiences.
- Skills** Skills you developed or demonstrated in previous experiences and how they relate to the position you're applying for now.

## SKILL BASED INTERVIEW QUESTIONS

Most interviews will include straight forward questions about tasks, skills, and information such as:

- Why did you choose to apply to this position?
- What skills and qualities can you bring to this position?
- Why do you think that you are the best person for the job?

## BEHAVIOURAL/SCENARIO BASED QUESTIONS

Many interviewers use this method to assess your past and present performance in a similar situation as a predictor of your future success. It focuses on experiences, problem solving and critical thinking.

Behavioural questions often start with phrases such as:

- What would you do if...
- Describe to me...
- Tell me about a time when...
- Give me an example of...
- Let's say that you are in a situation where...

### If you are stuck think of your STAR:

- Situation** Describe the context of the example and the relevant situation.
- Task** What was it that you needed to do specifically?
- Action** What did you specifically do about it?
- Result** What was the specific outcome of your action? Choose a positive one!

## STRENGTHS + CHALLENGES

Everyone has strengths and challenges. The key in an interview is not to deny your areas for improvement, but to explain how your strengths are of benefit to the company. Reassure the interviewer that your individual challenges will not be a problem by providing examples, such as taking detailed notes or practicing public speaking to improve confidence.

## Practice: General/Introductory Questions

Tell me about yourself.

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What goals have you set for your career and life?

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What has been one of your most successful accomplishments?

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Why did you choose to apply for this position?

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What skills and qualities can you bring to this position?

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Why are you the best person for the job?

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## Practice: Behavioural/Scenario-Based Questions

Tell me about a time when you had to work outside of your regular duties and responsibilities in order to complete a task or a project.

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Describe a situation where you worked on a project and your teammates disagreed with your ideas. What did you do?

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What would you do if you found that your final work was not up to your supervisor's expectations? What action would you take?

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