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## HYBRID RÉSUMÉ

A résumé is a summary of your skills and background designed to get you a job interview. A one-page, 8.5" by 11", black and white marketing device, it is necessary for entry into any area of Practice (Gateway Project, internship/job, Practice Assessment). It is a well-crafted piece of design that showcases your abilities to put together a clear, readable, consistent document. It is not an autobiography. Before you start, ask yourself, "Who is my audience? What do they need to know in order to consider me for an interview? And how can I best frame my prior skills and experience?" The **hybrid résumé** is recommended for students with **minimal (less than two years of) professional design experience and students with significant non-design professional (office) experience** as it employs aspects of functional résumé (highlighting skills) and chronological résumé (highlighting usually unrelated, but professional, experience).

### Heading

- Your name, complete mailing address, phone number, email address ... identical to your cover letter.
- You do not need to write "Email: ( your address)" or "Phone: ( your number)." Just list your address and number.
- List one phone number, the one you'd want prospective employers to reach you at. Answer it professionally, and be sure you have a professional outgoing voicemail message.
- Use a professional email address, e.g. BAC email. Remove all hyperlinks throughout all documents.

### Education

- List colleges in reverse chronological order, most recent (BAC) first.
- Format your Education section identically to your Experience section. For example:  

<b>School/Company</b> , City, State	<b>Month Year – Month Year</b>
<i>Degree/Title</i>	
- For each college, list the dates you attended and the degree you received. For BAC, write: "Candidate for [Degree]"
- Make sure your degree is written correctly:
  - Bachelor of Architecture, Bachelor of Interior Design, Bachelor of Landscape Architecture, Bachelor of Design Studies, Master of Architecture, Master of Interior Design, Master of Landscape Architecture, or Master of Design Studies
- Do not put your expected graduation date. Write: "[Month Year Started] – present."
- Optional: include GPA if 3.25 or higher.
- Do not list individual classes. Communicate such knowledge in your cover letter and/or Skills section.

### Design Skills

- Write down each course you've taken at the BAC (or previous design school). List projects or assignments from each course. Write the skills that you needed to do these. Think: what can you do now that you couldn't before?
- Create a list of ALL of these. You need not start each line with an action verb.
- Be thorough and specific! Don't just list "Drafting," list "Drafting: plans, sections, elevations, axonometrics, perspectives."

### Experience

- List your jobs in reverse chronological order, most recent first.

- Start each responsibility or achievement with an action verb: answered, composed, created, designed, guided, managed, oversaw, presented, etc. Vary your verbs. For a helpful list of verbs, visit [www.quintcareers.com/action\\_skills.html](http://www.quintcareers.com/action_skills.html). If you're still at the job, use present tense. If not, use past tense.
- Don't list the same skills for every job. Try to indicate professional growth. Give more recent jobs greater emphasis.
- Study job ads carefully. Reorder your bullets to draw attention to the skills an employer is most looking for.

#### **Additional Skills/Interests**

- Use this last section of your résumé to provide a complete picture of who you are as a person.
  - Professional memberships (e.g. BSA Student Member)
  - School organizations (an Atelier committee)
  - Volunteerism, community-based activities
  - Languages (highly valued these days!)
  - Travel, sports, outdoor activities, hobbies, interests

#### **Please note:**

- The use of an Objective is not recommended for any format. Your objective should be clearly stated in your cover letter.
- Don't say "References Available Upon Request." It's assumed that references (and work samples) are available at any time.

**Remember, every document must be 100% free of spelling, grammar, and punctuation errors.** Once you have a résumé drafted, make an appointment with the Learning Resource Center ([writingcenter@the-bac.edu](mailto:writingcenter@the-bac.edu)).

Hybrid résumé template:

**FIRST LAST**  
123 Fake Street, City, State, Zip  
firstname.lastname@the-bac.edu  
555-555-5555

## EDUCATION

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**Boston Architectural College**, Boston, MA  
*Candidate for (Degree) of (Discipline)*

- GPA: 3.5

Month Year – present

**Prior College**, City, State  
*(Degree) of (Discipline)*

- GPA 3.7
- Semester Abroad: City, Country

Month Year – Month Year

## SKILLS

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### Design / Technical Skills

- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill
- Design or technical skill

## EXPERIENCE

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**Company**, City, State  
*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

Month Year – Month Year

**Company**, City, State  
*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

Month Year – Month Year

**Company**, City, State  
*Title*

- Skill/Responsibility, started with an action verb
- Skill/Responsibility, started with an action verb

Month Year – Month Year

## INTERESTS

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**Membership:** Organization 1, Organization 2, Organization 3

**Languages:** fluent in (language); working knowledge of (language)

**Travel:** Country 1, Country 2, Country 3, Country 4, Country 5

**Interests:** hobbies, outdoor/athletic activity, artistic/musical endeavors, etc.