

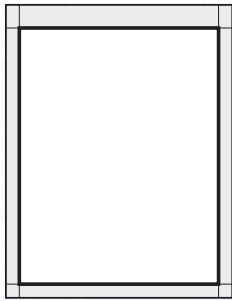
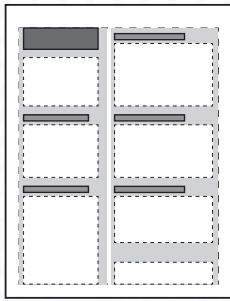
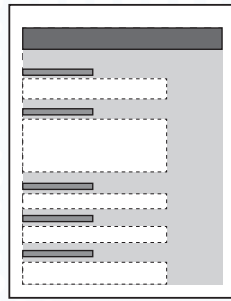


## 102A

## THE RESUME: IMPACT

The **resume** or in certain circles known as the curriculum vitae (which tend to be slightly longer) is a powerful tool that in essence is a text based gateway to telling employers, or graduate schools **who you are and what you have accomplished**, which leads into the review of the portfolio. At most, people reviewing the resume are scanning quickly, sometimes no more than 10-15 seconds before determining whether or not to move on, or stay and engage with you further. What shapes whether or not your resume receives the attention that it deserves is primarily based on the clarity, legibility and consistency of the text, which showcases in some degree your design acuity, and the narrative you create with your experience and educational background. ■

## TIP 1: GENERAL FORMATTING

**Margins***bottom justified**allow white space to bleed**.5" to 1" max margin***2 COLUMN***longer to scan**info is more clearly defined**maximized paper space***1 COLUMN***faster to scan**info may blend together**less usable paper space*

Generally speaking, the resume should be **standard 8.5x11" portrait** and should include margins around the border. These margins do not have to be equal; in most cases the top margin is more spacious than the sides or bottom. A good rule of thumb is to **target margins between .5" and 1" at the most**.

While varied the graphic layout of the resume typically follows either a **one or two column structure, with personal info and contact at the top, and moving into education, experience, skills/abilities, with awards or recognition trailing at the end**. This can all be variable, as long as the flow of information is clear. The larger points to address as it relates format are consistent spacing of all titles, subtitles, and body text throughout your various resume segments, as well as crafting a story about yourself through how to information is relayed. **Maximize each words impact and make it clean and clear**, you do not want inconsistent line spacing making your resume more difficult to scan. ■

## TIP 2: MIES WAS RIGHT (AT LEAST FOR TEXT)

**I WORKED HERE***I Was This*

I did this when I worked here

*keeping it in the font family***I WORKED HERE***I Was This*

I did this when I worked here

*emphatic text and hierarchy***I WORKED HERE***I Was This*

I did this when I worked here

*to much to handle***I WORKED HERE***I Was This*

I did this when I worked

*visual clutter in text*

**A note on fonts and color choices: make them minimal, without much excess, and get the most out of a singular typeface.** At most your resume should contain only two typefaces, but maximizing off of one while taking advantage of italic, bold, and text size will allow for a strong hierarchy of information without the clutter of excessive font styles. The same holds true for use of color, one to two colors maximum, but rely more on use of tint and tone rather than stark color shifts to clarify the information. **In general, body text is more easily read with serif fonts, while titles and captions most customarily use sans-serif fonts.** ■

## THE RESUME: STARTING IT OFF

*name is hierarchically most defined**contact info separated and clear***ANTHONY NITCHE**

Architectural Designer



A: 342 North

P: +1 585

E: anitcheprojects@gmail.com

W: www.anitcheprojects.com

**SUMMARY***optional photograph*

*Charismatic and approachable architectural designer capable of high volume time sensitive production demands, highly adaptive to apply new learned skills into professional outputs, and meticulous about maintaining project craft and detail to uphold top-tier professional quality.*

*optional summary is short; around two sentences in length*

**The resume should begin with your name, your position, and very quick access to your contact information.** While optional, a professional summary stating your general aptitude can be of benefit to start to craft a picture in the reviewers mind as to your character. A photograph also is optional and can be either productive or counterproductive given the context; some practices to avoid any indirect discrimination may reject your resume if it contains an image, but in design oriented fields, photos are more commonplace. Just be aware of what you want to project. ■





# 02A

# THE RESUME: IMPACT

## THE RESUME CREATING NARRATIVE

### EDUCATION

**Carnegie Mellon University 2013-2018**

Bachelor of Architecture May 2018 | GPA 3.66 | Deans List 2013-Present | Design Commends + Honors

*Coursework included producing projects in robotic/digital fabrication prototyping, synthesizing diverse architectural programming into bespoke solutions, engaging with professionals and communities outside of architectural practice to collaborate on project work, prototyping the nuances of material perception and its role in crafting spaces and investigating musical composition and sound engineering.*

*Using education to create specific narrative*

### SKILLS

#### Computational

Adobe Creative Suite (PS,AI,ID) -Expert  
Microsoft Office (Word, PPT, Excel)-Expert  
Autodesk (CAD, Revit, 3DS)-Proficient  
3D Modeling (Rhino, Sketchup)-Proficient  
Analysis+Code (DIVA, Grasshopper)-Competent

#### Technical

Laser/3D Printing  
CNC Milling  
Model-Craft  
Robotic Arms/Tools  
Woodshop

#### Professional

Experience in built work with collaborators  
Excellent verbal/written communication skills  
Leadership capability in group dynamics  
Consistently meets aggressive timelines  
Robust investigative design strategist

*graphically separated skill-sets through formatting*

*optional professional competencies: this may contain redundant info given your descriptions in your work experiences or summary statement. The benefit is it serves as a backup in case your summary is overlooked*

As you progress to your educational background and skill-sets, heres a useful tip; **use your educational history to create a narrative about what you want to project to your potential employer so that they remember you as something specific.** Were you involved in media performance, digital fabrication, or art philosophy perhaps? **How can you speak of your experience to craft an image about what interests you or speaks to your design philosophy?** This will be much more powerful than wasting the opportunity to simply state your graduation year or GPA; that is less relevant to getting you hired. ■

For listing skill-sets, it behooves you to visually separate these out in the resume as it provides a visual break which contains information the employer can scan quickly to gauge your competencies. You can list these in various ways, but in general separating analog and digital competencies is standard practice. ■

## THE RESUME UTILIZING ACTION ITEMS

### EXPERIENCE

*responsibilities read as smaller contained fragments*

*specific, product oriented experience descriptions*

*tackling issues of scale and time*

**Skidmore Owings and Merrill LLP** New York, New York *June-August 2017*

**Architecture Intern**

Navigated new software and complex file hierarchy within a two-week time-frame and executed professional level project visualizations for client deliverables.

Generated robust digital model file including infrastructure, landscapes and schematic airport terminal and requested material, texture and color palette specifications to communicate with external modelers.

Produced dozens of iterations of smaller scale architectural elements such as signage while maintaining a poetic clarity to the overall architectural concept.

Transformed raw overlapping project data on an airport terminal covering nearly 1,500 acres into clear, clean professional schematic orthographic drawings for professional publication within two weeks.

**Urban Design Build Studio** Pittsburgh, Pennsylvania *January-May 2017*

**Architectural Designer**

Assisted in the conceptual, schematic, construction development, and implementation of FIRST COURSE, a mobile café kiosk employing reconstituted material which emerged from concept to a built, fully operational business enterprise for an individual entrepreneur within 90 days.

Crafted diagrams, drawings, visualizations, construction details and physical full scale prototypes to communicate with the client and articulated them in verbal presentations to both the client and the larger community.

Collaborated with members of the Trade Institute of Pittsburgh a community skills training organization, project client, project administrators and reality computing, administrative, and architectural design students.

Navigated design considerations from both federal and local site-specific lease regulations.

Developed and executed the business branding graphics that spoke to personal/community empowerment

**PreRevision: Worked on diagrams and models**

**PostRevision: Generated massing concepts through digital diagramming and then translated them into six iterated physical models within a week**

**ACTION VERBS: orchestrated, launched expanded, facilitated, integrated, transformed, built, empowered, defined validated, executed, verified, convinced authored, composed, investigated**

Alright folks, this is the bulk of why people look at your resume in the first place, your work experience. Even if you have relatively little of it, you can milk it for all its worth if you discuss it right. The key here is to **focus on specifically what you accomplished, rather on what you were doing** under the employer you are listing. Also key in the way you describe your roles and duties revolves around your use of action verbs that are more customized and give flavor to the experience you are describing, rather than relying on “worked on”, etc; these are more passive in nature and give less indication on what actually manifested from your experience that is tangible. Along this realm, in addition to using action terms like “transformed” “generated” or “orchestrated”, giving specificity through objective or numerical value is very valuable in establishing more succinct criteria. For example, if you write that for a summer you *“built a digital model”* and leave it there that is much less descriptive or compelling than saying: *generated a model file spanning across a 1 million square foot property within a week timeframe.”* Whoa, now thats saying something much more impressive.

Additionally, dont be afraid to list experiences that may seem tangential to architectural work whether it be in photography, art, or design, because more often than not this actually may seem more intriguing to an employer, and if positioned well, can add additional worth to your educational narrative and make you a better sell. ■

## THE RESUME HIGHLIGHTING SUCCESS

### RECOGNITION

**AIA Pennsylvania Design Excellence 2017** First Course Cafe Kiosk  
*Awarded under the Urban Design Build Studio*

**Autodesk Boston BUILDING FORWARD Exhibition 2017** tact[AI] Wall  
*Awarded to showcase the merits of robotic fabrication for the development of novel architectural material exploration.*

**AIAS Professional Development Coordinator 2017-18** Elected Student Official  
*Created new position curriculum and produced content such as newsletters regarding establishing student agency. Additionally served as a liaison between architecture students and professionals within the city of Pittsburgh.*

If you have any recognition from outside sources, list them in your resume! You should highlight any success you inherited from your efforts, whether communal or individual. This may include scholarships, elected positions which show leadership potential, or recognition of work for its sensitive design.

At the tail end, also be sure to include small descriptions of additional interest you have outside of architecture, you never know, they may entice or intrigue people, especially if it involves creative thinking! ■