

smcanimation

Resume

Career Services Center Workshop

**What do I need to
create a resume?**

A Job Description & Class Projects

**When do I need
a resume?**

Job and Internship Timeline

The majority of internship are available in the summer. Very few internship exist in other semesters.

Please have your resume and at least 3 portfolio pieces flushed out by the application deadlines.

Internship Semester	Application Deadline
Summer	October, November
Summer	March, April

**Where can I find a
job description?**

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1. **<https://www.artstation.com/>**
ArtStation is the leading showcase platform for games, film, media & entertainment artists.
2. **<https://recruiting.creativetalentnetwork.com/>**
CTN Recruiting is an opportunity for studios, producers and talented artists to connect for opportunities. Held both at events and online CTN recruiting is open all year.
3. **<https://zerply.com/>**
Zerply is the talent backbone for all your VFX & CG projects. Power your projects with the largest network of production-ready talent.
4. **<https://www.awn.com/>**
Animation World Network: Animation World Network is an online publishing group that specializes in resources for animators, with an extensive website offering news, articles and links for professional animators and animation fans.
5. **<https://www.creativeheads.net/>**
Find Video Game Jobs, Visual FX Jobs, Programming Jobs, Designer Jobs and Jobs for Artists
6. **<https://www.mandy.com/>**
The Mandy Network is the #1 jobs platform for actors, performers, filmmakers.
7. **<https://staffmeup.com/>**
Staff Me Up is your #1 source for production jobs in Los Angeles, New York and nationwide.

8. **www.linkedin.com**

LinkedIn is a social networking website designed for professionals in all industries. By using it, you can begin networking and connecting with individuals in your field of interest. Recruiters use LinkedIn to hire college interns and employees.

You can also reach out for mentors and feedback on your work. Make sure if you have a LinkedIn page it is dialed in and includes a link to your portfolio.

9. **www.glassdoor.com**

Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more

10. **www.indeed.com**

The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

Set up daily alerts for multiple titles such as: VFX Artists, Character Animator, Character Designer, 2D Artist, Storyboard Artist, 3D Modeler, and Texture Artist

**I have a job
description
now what?**

1. Do you have the skills?

Identify the skills employers are looking for candidates to have to do this job.

Make sure you list all of the skills you have that they are looking for on your resume in a skills section.

ie. ToonBoom, Maya, Zbrush

If you don't have the skills look for resources to obtain the required skills.

2. Prove it:

Tell a story about a class project in which you applied the skills they are looking for, using the appropriate industry terminology

3. Show it:

Outline those experiences on your resume in a clean, clear and fluid way (and then show the work in your portfolio)

**What counts as
Experience?**

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- **Class Projects**
- **Work Experience**
 - Full time, part-time or freelance
- **Volunteer Experience**
 - www.volunteermatch.org
- **Internships**
 - www.smc.edu/internship
- **Leadership roles in clubs**
- **Organization memberships**
- **Freelance work, hobbies and interests**

Resume

General Guidelines

- Do not include every job you have ever had.
- Limit your resume to one page.
- Review your resume for spelling, punctuation, and grammatical errors.
- List your relevant experience reverse chronologically, starting with the most recent experience.
- When you submit your resume to employers send it in PDF format.
- Do not: include pictures, weight/height, or other personal information.

Sample Job Description



VFX Artist Internship Treyarch

Job Description

As a Visual Effects Intern you will work alongside the best and the brightest artists to learn different aspects of a VFX artist's responsibilities in a game production studio environment. You'll engage in creating real-time VFX assets with the opportunistic goal of having your work featured in Treyarch's next Call of Duty game. This position requires an individual with great artistic sensibilities, robust technical skills, and a strong work ethic. The individual must be passionate about learning what it takes to be a successful Visual Effects Artist in the video game industry. Priorities can often change in a fast-paced environment like ours, so this role includes, but is not limited to, the following

Responsibilities:

- Recreate natural phenomena such as fire, smoke, explosions, dust, water, and weather systems using a proprietary Treyarch toolset
- Set dress gameplay spaces with ambient atmospheric effects and produce stunning scripted effects for high-impact game moments
- Learn different aspects of a visual effects artist's responsibilities in a game production studio environment.
- Create textures for use in particle effects using Nuke and other 2D/3D applications
- Engage in a self-driven project that demonstrates what you have learned while at Treyarch



VFX Artist Internship Treyarch

Minimum Requirements:

- Portfolio or demo reel showcasing your work
- Possess drive and flexibility to quickly learn new pipelines and toolsets
- Must have a good understanding of the principles of animation and composition
- Ability to work in a real time 3D particle editor/3D package
- Good skills using image editing software such as Nuke, After Effects, or Photoshop
- Good verbal and written communication skills when collaborating with others
- Desire to pursue career in real-time VFX for video games

Pluses:

- Previous VFX experience
- Examples of real-time/rendered particle VFX work
- Experience with a video game editor(s), such as Unreal, Radiant, and/or Unity
- Understanding of rendering/compositing concepts
- Adobe After Effects or Nuke experience
- Experience with Fume FX, Houdini, Thinking Particles, Maya fluids and rigid body dynamics

Academic Experience

At this early stage of your career, you should including classroom projects.

In two or three sentences describe your project:

Sentence 1: what was the project/assignment (people need context)

Sentence 2: how does your end product solve the identified need.

In your portfolio you will be able to expand upon the project.

Sample Resumes

Resume Sections

● Contact Information

- Bold Name
- Professional Email
- Phone Number
(professional voicemail)
- City, State
- Portfolio Link

● Skills

● Education

● Academic Experience

Examples on the following pages

● Experience

FIRSTNAME LASTNAME

Animator | Illustrator | Storyboard Artist

(773) 123-4567
name@gmail.com
vimeo.com/firstnamelastname
Los Angeles, CA

Include link to
your demo reel
/website

EDUCATION

DePaul University- Chicago, IL
Bachelor of Science in Animation
Concentration in Game Design
GPA 3.5/4.0

Nov 2014

SOFTWARE PROFICIENCY

- Maya
- Photoshop
- After Effects
- Flash
- Illustrator
- Final Cut Pro
- ToonBoom

Focus on accomplishments & results
of your work; not just duties.

INDEPENDENT GAME PROJECTS

DePaul University, Capstone Project, Chicago, IL
Game Artist - www.nameofgame.com

- Worked with a team of four on game for Capstone class.
- Created concept for level design for game and environmental art.
- Created cinematic for game finale.

March 2013 – June 2013

SKILLS

- Animation Production
- 3D Animation
- Character Animation
- Motion Graphics
- Audio for Animation
- Figure Drawing
- Digital Cinema Production
- Storyboarding

Add relevant
Skills

ACTIVITIES

Animation Lodge- Member
DePaul's Animation student organization

Jan 2011- Present

Experience

- Reverse Chronological
- 10 years <
- 3 – 5 bullet points
- Action Verbs:
- Accomplishments
- Relevant skills
- Results
- Dates

FIRSTNAME LASTNAME

www.FIRSTNAMELASTNAME.com | FIRSTNAMELASTNAME@gmail.com | (312) 123-1234 | Los Angeles, CA

SKILLS

- 2D Character Animation
- Character Design
- Stop Motion
- Storyboarding
- Illustration
- Adobe Photoshop
- Adobe Flash
- Adobe After Effects
- Adobe Premiere
- Autodesk Maya
- Autodesk Mudbox
- Final Cut Pro
- Pixologic
- Zbrush
- Toon Boom Studio

EXPERIENCE

Freelance Animator/Illustrator <ul style="list-style-type: none">• Produce animated sequences for architecture films• Collaborate with clients on film's content, style, and structure• Illustrate character and logo designs for individual commissioners• Fulfill customer needs in an efficient and timely manner	Jan 2012 – Present
Animation Department Assistant DePaul University, Chicago, IL <ul style="list-style-type: none">• Created character designs and 2D & stop motion animation tests• Modeled character busts out of clay• Worked directly with professor to bring animated film to completion• Completed weekly tasks involving new character animation, cleanup, effects animation, coloring, and compositing	January 2014 – June 2014
Lead Animator Project Blueight, DePaul University, Chicago IL <ul style="list-style-type: none">• Created short animated film with fellow students• Animated, colored, and composited individual character vignettes	June 2013 – Aug 2013
ADDITIONAL EXPERIENCE Receptionist DePaul University, Chicago, IL <ul style="list-style-type: none">• Directed students on campus happenings and university affiliated events• Enforced campus and university housing policy to students and visitors• Mediated between students and faculty in various housing related situations	August 2012-June 2013
HONORS & ACTIVITIES <ul style="list-style-type: none">• Premiere Film Festival Screening, DePaul University, Chicago, IL - 2014• DePaul Global Game Jam- "Best Interpretation of Theme" Award- 2014• DePaul MAYDAY Animation Festival -2013 & 2014• DePaul Animation Lodge, Member - 2012- 2014	
EDUCATION DePaul University, Chicago, IL Bachelor of Science in Animation GPA 3.87/4.0 & Dean's List	June 2014

FIRSTNAME LASTNAME

2 & 3 D Character Animator & Illustrator

(773) 123-4567

name@gmail.com

vimeo.com/firstnamelastname

EXPERIENCE

3D Character Animator

JR Giants	2013	San Francisco Giants	PSA
Deception	2012	AAU Student Collaborative	Short Film
JR Giants	2012	San Francisco Giants	PSA
Washed Up	2011	AAU Student Thesis Project	Short Film
Bubbles	2011	AAU Student Thesis Project	Short Film
Juggler	2011	AAU Student Collaborative	Short Film
Nar Toget Toffer	2009	Freelance	Independent Short Film

2D Character Animator

The Nose Milk	2012	Web Animation	Animated a series of shorts
Red Rex	2008	NUCA Student Project	Short Film
Breathing Places	2007	NUCA Student and BBC Project	Short Film

Modeler

Washed Up	2011	AAU Student Thesis Project	Character and environment
Nar Toget Tötter	2010	Freelance	Vehicle

Illustrator

ArCas	2012	Wild Life Rescue Center	Logo Design
Sidekick	2012	AAU Student Collaborative	Visual Development
Hoopfest	2011	Spokane Hoopfest	Front magazine cover
Sidekick	2011	AAU Student Collaborative	Poster and character
Washed Up	2011	AA U Student Thesis Project	Poster and character
Left Over Lounge	2011	Graphic Novel Anthology	Graphic novel
Svolvaer City	2009	Freelance	Informational pamphlet
Folio School	2014	Freelance	Year book front cover

Storyboard Artist

Washed Up	2011	AAU Student Thesis Project	Short Film
Nerds Collide	2011	AAU Student Thesis Project	Short Film
Nar Tog et TÖ ffer	2010	Freelance	Independent Short Film Short Film
Red Rex 2008	NUCA	Student Project	Short Film

Producer

Compulsion	2011	48 Hour Film Festival	Short Film
Beirut in C minor	2011	AAU Student Thesis Project	Short Film
The Cloud Collector	2011	AAU Student Thesis Project	Modeling Thesis
Sidekick	2011	AAU Student Thesis Project	Short Film

Education

MFA Animation	2011	Academy Art University	San Francisco, CA
BA Animation	2008	Norwich School of Art and Design	Norway

Skills

- Maya
- Mudbox
- Mode
- Photoshop
- Rigging
- After Effects
- Toon Boom
- Illustration
- Sound LogicPro
- Storyboarding
- Adobe Premier
- Final Cut pro
- Production
- Project management
- Flash

FIRST&LASTNAME

CHARACTER ANIMATOR

(773) 123-4567

name@gmail.com

vimeo.com/firstnamelastname

Los Angeles, CA

EDUCATION

Emerson College

Bachelor of Fine Arts Animation and

Motion Media

2007- 2011

SOFTWARE

Dragon Stop Motion

Adobe After Effects

Adobe Premiere

Adobe Photoshop

Mocha AE CC

Autodesk Maya

ToonBoom Harmony

ToonBoom Storyboard Pro

Microsoft Office

Final Cut Pro

INTERESTS

Storyboarding

Cinematography

Children's Television

Travel

Piano

Baking Cookies

PROFESSIONAL PROFILE

Enthusiastic and driven animator with six years' experience in animation. Specializes in nuanced gestural acting.

WORK EXPERIENCE

Assistant Editor

Powerhaus Animation/ 2017-2018

- Assisted the editor for Nickelodeon's "The Adventures of Kid Danger" the animated series
- Optimized storyboard to timeline workflow in Adobe Premier
- Created and delivered full episodes to network specs

Stop Motion Animator

Hallmark Labs/ 2017

- Directed and animated Nativity Itty Bitty ecard (2000+ reshares on social media)
- Conceptualized, developed and built custom armatures for plush puppets and designed a "quilted" set
- Responsible for final key compositing, rotoscoping, and editing

Feature Character Animator

The Asylum/ 2017

- Animated over 200 shots on the 2017 feature "Cargo"
- Specialized in shots with lip sync, and musical numbers
- Daily assignments required coordinating complex camera choreography, Layout, and staging

Machine Room Tech

Brickyard VFX Atlantic / 2011- 2016

- Created and QC'ed digital deliveries
- Provided artist IT support for Autodesk Flame
- Managed archives for finished work and back-up systems

Casting Assistant

Freelance / 2016

PROFESSIONAL DEVELOPMENT

- Independently produces and animates and builds stop motion puppets/shorts
- Self-taught storyboarding and compositing skills
- BFA capstone project accepted into Stuttgart Animation Festival
- Founded Emerson College's first student animation organization collaborative
- Additional courses taken in construct figure drawing

Action Verbs

accelerated	clarified	designed	forecasted	listened	printed	selected
accomplished	cleared	detected	formed	maintained	produced	served
achieved	coded	determined	formulated	managed	protected	shaped
acquired	collaborated	developed	fostered	marketed	provided	shared
activated	compared	devised	founded	mastered	publicized	showed
adapted	compiled	directed	functioned	measured	questioned	simplified
adjusted	completed	distributed	generated	mediated	raised	solicited
administered	composed	drafted	governed	modeled	recommended	solved
advised	computed	edited	grouped	modified	recorded	specified
allocated	conducted	educated	guided	molded	recruited	spoke
analyzed	consolidated	effected	helped	monitored	reduced	stimulated
annotated	constructed	elicited	identified	motivated	rendered	structured
anticipated	contacted	encouraged	illustrated	named	repaired	studied
applied	continued	established	immunized	negotiated	reported	supervised
appraised	contracted	evaluated	implemented	observed	represented	supported
arranged	convened	examined	improved	obtained	reproduced	synthesized
articulated	conveyed	executed	increased	operated	researched	targeted
assembled	coordinated	exhibited	informed	ordered	resolved	taught
assessed	corresponded	expanded	initiated	organized	responded	tested
assigned	counseled	expedited	instituted	outlined	restored	trained
authored	created	experienced	instructed	oversaw	retained	translated
balanced	critiqued	experimented	interpreted	perceived	retrieved	tutored
briefed	decided	explained	interviewed	performed	reviewed	updated
budgeted	defined	explored	introduced	persuaded	revised	utilized
built	delegated	facilitated	invented	planned	rewrote	verified
catalogued	delivered	figured	investigated	planted	routed	wrote
categorized	demonstrated	financed	judged	presented	scheduled	
chaired	derived	focused	led	presided	searched	

Resume Format & Tracking



Electronic Resumes:

- Please size the PDF at 8.5 x 11 (under 1 megabyte) and ensure all links are clickable.
- Links created in InDesign often do not remain clickable.
- It is recommended to create the hyperlinks on the PDF resume directly using Adobe Acrobat.

Got a call from an employer?

They are interested in learning more about you & your experiences

Keep track of:

- Job descriptions
- Which companies you are applying to
- Which version of your resume you sent

Multiple Resumes:

A different resume tailored to each position

Trello.com is a free online dashboard:

- Keep track of your job search
- Store copies of resumes submitted for each job

Support @ SMC



Classroom Support

ANIM 75: Career Development

This class helps you develop a career within the entertainment industry with a focus on the fields of animation, game design and post production. In this class you learn how to build and present a resume, demo reel, personal website, or digital portfolio of your work. Whichever tool is required in your field when applying to internships, jobs and transfer schools.

Career Services

Phone: 310.434.4337
Email: careerservices@smc.edu
Webpage: <http://smc.edu/careercenter>
Instagram: <https://www.instagram.com/smccareercenter/>

YouTube channel: https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8_zg/playlists?view_as=subscriber

Academic Counseling

For information on the program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center for the Center for Media and Design (CMD):

- <http://smc.edu/student-support/academic-support/counseling/contact.php>

There are different counselors and programs available to serve all needs. Once on the web page, to schedule an appointment, select the Center for Media and Design button.

Thank you.