



# Desktop Publishing

## Résumé Assignment

The assignment  
Produce a résumé  
for yourself using  
QuarkXPress. You will  
learn the program basics  
while making a useful  
document.

The goals  
This initial assignment  
will introduce you to the  
text formatting tools of  
QuarkXPress and to the  
world of typography and  
design.

### Hints

- Keep the design and typography simple. Use a minimum of typefaces to do the job – avoid the “ransom note” design look.

- Think of how your information can be organized hierarchically (like an outline), and how to use type to differentiate the various categories. Simplicity should be a goal for good readability.

- Be consistent. If you use a specific font size and style for a header named “Education”, it should be used consistently for other similar headers, i.e. “Experience”.
- Avoid the use of decorative, overly ornate or script typefaces in résumés. They are not businesslike in “tone” and hinder readability when set in long passages.

- Don’t use spaces to indent text – use tabs. Text aligned using the spacebar does not line up when using proportional type. Tab settings can be customized to accommodate the most demanding layout. This text was set using tabs and indents.
- Don’t use double spaces to mark the end of a sentence. A single space is fine when using proportional type.

- Look at some contemporary examples of résumés. Check out books on making résumés and at businesses uptown that produce them. Borrow ideas that you like!



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**EDUCATION**  
Fall 1991-present  
1234 Broadway Blvd.  
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Fall 1988-Fall 1991  
1234 University Avenue, Ohio  
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1987-1989 Spring  
1234 University Avenue, Ohio  
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1989-1990 Present  
1234 University Avenue, Ohio  
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1989-1990 August-1989  
1234 University Avenue, Ohio  
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**AWARDS**  
1991  
1234 University Avenue, Ohio  
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**REFERENCES**  
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WILLIAM L. ARMBRUSER		17 BRIDGE AVENUE, ARLINGTON, OHIO 43016 PHONE 622-1000 FAX 622-1000	
Exhibits			
1985	Gallery 539, Columbus, OH	One Man Show	
1985	Short North Gallery District, Cols., OH	One Man Show	
1986	Zanesville Art Center, Zanesville, OH	Tandem show with Larry Hamill	
1987	Huntington Galleries, Huntington, WV	Juried - 3 Accepted	
1987	Light Exposure '87, Bloomsburg University/Lycoming College, PA	Juried - 2 Accepted	
1987	FAVA Gallery, Oberlin, OH	Juried - 2 Accepted	Special Award
1987	Awarded the Joseph and Dorothy Luciano Architecture Award		
1987	Photo '87, Race Street Gallery, Grand Rapids, MI	Juried - 1 Accepted	
1987	Members Juried Exhibition, Images Gallery, Cincinnati, OH	Juried - 1 Accepted	
1987	Regional Juried Exhibition, Toledo Friends of Photography, Toledo, OH	Juried - 2 Accepted	
1988	Alternatives '88, Ohio Univ, Athens, OH	Juried - 1 Accepted	Juror's Recognition
1988	Light Exposure '88, Bloomsburg University/Lycoming College, PA	Juried - 2 Accepted	
1988	MEA Student Show, Casa Nueva, Athens, OH	3 Prints Included	Juried - 3 Accepted
1988	Regional Juried Exhibition, Toledo Friends of Photography, Toledo, OH	Juried - 1 Accepted	
1989	The Focused Eye, Ft. Hayes Visual Arts Gallery, Columbus, OH	Invitational - 7 Prints Included	Invitational - 11 Prints Included
1990	Papourri, G.M. Hermann Fine Arts Center, Marietta College, Marietta, OH	Juried - 3 Accepted	Third Place Award
1991	Six-State Photography '91, FAVA Gallery Oberlin, OH	Juried - 2 Accepted	First Place Award
1991	Platinum/Palladium Current Works II, Odessa College, Odessa TX	Juried - 1 Accepted	
1991	7th Annual LCAG Photographic Exhibition Newark, OH	Juried - 3 Accepted	Honorable Mention
Work Published in			
1983	Columbus Monthly Magazine - Photography Contest		
1984	Columbus Monthly Magazine - Photography Contest		