

Resume Writing

General resumes communicate your education, experiences and capabilities (skills). Artist resumes provide information about exhibitions, awards, grants, residencies, education and perhaps a brief artist's statement.

Your resume should list all experiences that may be relevant to your career choice. Don't think you have not had enough experiences just make the list. Experiences may include coursework, jobs, volunteering, internships, externships and other relevant experiences. Demonstrate qualifications for a given position by always tailoring your resume to the description of the position for which you are applying.

Typically, resumes appear in reverse chronological order (most recent first) and are most commonly presented in either a paragraph or bulleted format. Functional resumes highlight your skills and have a different presentation, allowing a demonstration of your capabilities, regardless of experiences. Examples of the paragraph, bullet, and functional resumes consisting of the same experiences, follow the information provided in this handout.

Remember, resumes are fluid documents that need to change for each new application.

General Resume Formats/Styles

There is no one correct format. However, there are general guidelines about what to include on a resume. A resume should look good, be concise and read well. Format and style are two different things in resume writing. The examples in this hand out are all created in Word but you may wish to create documents in a program that allows for more style such as InDesign or Illustrator. However, when using these two programs save as a PDF document before sending via email.

In general, avoid using too much color on a resume and unless the information is VERY pertinent, stick to one page. Employers of all stripes will not read past the first page unless the information is applicable. When presenting a resume on a web site you may take a few more liberties than in a printed resume, but be aware potential employers may wish to print the resume as well, and therefore your digital resume should look good as a printed document as well.

Heading

The heading includes name and contact information. Your name should be in a larger font than the rest of the resume. Contact information includes address, e-mail address, URL and telephone number(s). Make sure your telephone number(s) have reliable recording devices (e.g., voice mail, answering machine or someone who will take a message). Additionally, your out-going message needs to sound professional.

Objectives/Summary of Qualifications

Objectives on a resume are optional. If you choose to include an objective statement make sure it is clear and tailored to the job for which you are applying. Generalized objectives should be avoided.

A Summary of Qualifications is like a brief cover letter at the top of your resume and what follows should support the statements made in the summary. It is not recommended to have both an objective and a summary of qualifications.

Education

List all your post-secondary education in reverse chronological order. If you are a graduate student start with your MFA or MA degree. Include the name of the institution, the name of your degree, concentration area, GPA, and date of graduation or expected graduation. You may also wish to include course highlights if they are relevant to the position for which you are applying.

Experience

There are many ways you can present your experiences. If you are writing a general resume, group your experiences so that the most relevant experiences are listed first.

List your current and past experiences in reverse chronological order. Give the name of the company or organization, followed by the name of your position, and then a description of what you did and/or the skills you employed or gained (see sample resumes). Unless the dates are relevant, list them on the right side of the page rather than down the left side. Use action verbs to strengthen descriptions of your capabilities (see list of action verbs). Action verbs are more powerful and persuasive than passive voice.

Other Sections

Experiences may be categorized into sections; some headings might be:

- Activities
- Leadership
- Skills
- Volunteer/Community Service

References

It is not necessary to state “references available upon request” on your resume. Instead, have a list of three references with all pertinent contact information (name, address, telephone number[s] and e-mail) on a separate typed sheet of paper.

Artist Resume Format

Sometimes in written material you will find artist resumes referred to as artist bios or artist CV's (Curriculum Vitae). Regardless of the reference, an artist resume lists exhibitions, grants and awards, reviews and education. The artist resume is used to inform potential gallery owners, art dealers, and others about artwork, and to a certain extent, verify credibility of the artist. As with general resumes there is no correct format, but there are general guidelines.

Heading

The heading includes your name and contact information. Your name should be in a larger font than the rest of the resume. Contact information includes your address(es) (you may want to include both your home and studio addresses), your telephone number(s), your e-mail address and your website address. Make sure you have a reliable and professional means to handle telephone messages (i.e., answering machine, voice mail or human). Again, the outgoing message needs to sound professional.

Exhibitions

Break this down into several categories or keep it as one category. Possible categories are:

Solo Exhibitions (sometimes called One Person Exhibitions)

Group Exhibitions

Juried Shows

It is an especially good idea to break this category down if you have had a significant number of solo exhibitions.

Teaching

If you are applying to teach, it is important to list teaching experience on your resume. If you are not interested in teaching don't list this as a category. Many artist-in-residence programs include an educational component, so listing teaching experience for those positions can be to your benefit.

Articles and reviews

This includes articles and reviews written about you and articles that you have published. It is to your benefit to list review information if the review has been positive. You may also use the heading "Publications/Bibliography" if you have written and published a substantial number of articles.

Awards

If you have won awards at juried shows list them here rather than have a separate category for juried shows. Additional awards may be scholarships, grants, or other commendations for which you or your work has received an award (for example, "Portland's Outstanding Artist of the Year Award").

Collections

If your work is included in a permanent collection (public or private) list that here.

Other categories may include a listing of Bodies of Work, Travel, and people with whom you have studied.

Artist Resumes for those just starting out

Include the same information as above as appropriate. However, because you will have less experience, try some of the following strategies:

- Use a larger font size
- Use more spacing
- Write a summary artist's statement at the top
- List those with whom you have studied
- Use "Bodies of Work" as a category

General Resume, paragraph style:

Jo Q. Public
210 Main Str.
Springfield, WY 12345
(211) 987-6543
E-mail address

Education **University of Michigan, School of Art & Design** Ann Arbor, MI
Bachelor of Fine Arts, 3.6/4.0 May 2002

The Sorbonne Paris, France
Study Abroad Program June 2001-Sept. 2001

Experience **ABC Gallery** Ann Arbor, MI
 Assistant Curator Sept. 2001-present
Install monthly shows of regional and nationally known artists. Work with senior staff to keep collectors informed of new works in which they have shown interest. Initiated art outreach program in which elementary school children visit the gallery to increase arts education in the schools.

Ann Arbor Art Center Ann Arbor, MI
 Work Study Position Dec. 2000-May 2001
Maintained records of all sales and became familiar with basic accounting principles. Collaborated with staff on most effective ways to display artworks. Increased ability to work with the public while staffing the gallery shop.

Campbell Ewald Detroit, MI
 Graphic Design Intern June 2000-Sept. 2000
Reorganized information about the history of advertising campaigns for one of the largest agencies in the U.S. Based on the project, assisted in the creation of a print, graphic, audio/video display called "Campbell Ewald: 85 Years of Success."
Developed promotional materials, marketing packages, press releases and invitations to the initial event.

Middle Earth Ann Arbor, MI
 Sales Associate Sept. 1999-May 2000
In charge of keeping jewelry display arranged for maximum exposure of product. Developed knowledge base to inform customers on the various local crafts people who create jewelry exclusively for Middle Earth.

Skills Proficient in Mac OS and PC's, Adobe Photoshop, Indesign, Illustrator and Pagemaker. Familiar with most Aridi and Quark programs.

Activities University of Michigan Art Student's League, member
 Habitat for Humanity, volunteer
 University of Michigan Project Serve, volunteer

General Resume, bullet style:

Jo Q. Public

Campus Address (through June, 2003)

613 Catherine Str, #2
Ann Arbor, MI 48109
(734) 123-4567
E-mail address

Permanent Address

210 Main Str.
Springfield, WY 12345
(211) 987-6543
e-mail address

EDUCATION School of Art & Design, University of Michigan

Bachelor of Fine Arts 3.6/4.0

Ann Arbor, MI

May 2002

The Sorbonne

Study Abroad Program

Paris, France

June 2001-Sept. 2001

EXPERIENCE ABC Gallery

Assistant Curator

- Install monthly shows of regional and nationally known artists
- Inform collectors of new works available
- Initiated new outreach program for school children

Ann Arbor, MI

Sept. 2001-Present

Ann Arbor Art Center

Work Study Position

- Maintained records of all sales and became familiar with basic accounting
- Collaborated with staff to display artwork
- Increased ability to work well with the public

Ann Arbor, MI

Dec. 2000-May 2001

Campbell Ewald

Graphic Design Intern

- Reorganized information about the history of advertising campaigns
- Created a display using graphic, print and audio/video media entitled "Campbell Ewald: 85 Years of Success"
- Developed promotional materials, marketing packages and press releases

Detroit, MI

June 2000-Sept. 2000

Middle Earth

Sales Associate

- Devised maximum exposure display for jewelry case
- Increased knowledge of local jewelry makers
- Successfully marketed jewelry to increase sales by 25%

Ann Arbor, MI

Sept. 1999-May 2000

SKILLS

- Adobe Pagemaker
- Adobe Illustrator
- Adobe Indesign
- Adobe Photoshop
- Aridi Caligraphia
- Aridi Typography
- Aridi Webclips
- Quark Xpress (Mac)
- Quark Xpress (Windows)

ACTIVITIES

- University of Michigan Art Students League, member
- Habitat for Humanity, volunteer
- University of Michigan Project Serve, volunteer

General Resume, skill based format:

Jo Q. Public

210 Main Str.
Springfield, WY 12345
(211) 987-6543
E-mail address

Objective Gallery Director for the Springfield Museum of art capitalizing on art knowledge, design, organizational and communication skills.

Education **School of Art & Design, University of Michigan** Ann Arbor, MI
Bachelor of Fine Arts, 3.6/4.0 May 2002

<i>Relevant Courses</i>	History of Art	Graphic Design	Western Art History
	Social Psychology	Economics	Organizational Psychology

Skills

Art Knowledge * Identify and differentiate between various Western style artists
* Researched the advent of the Western style and how it has evolved
* Attended conferences on supporting the arts in Wyoming

Design * Proficient in Adobe Pagemaker, Illustrator, Photoshop and Indesign
* Familiar with most Aridi programs
* Familiar with most Quark programs

Organizational * Collaborated with gallery staff in creating and mounting monthly exhibitions
* Maintained sales records and became familiar with basic accounting principles
* Initiated an outreach program to educate local school children about art
* Designed display case to better display art and craftworks

Communication * Created informational displays to educate the public about the history of advertising
* Facilitated educational discussion groups for children about art
* Wrote copy and created graphics for promotional display
* Negotiated with collectors on the sale of gallery artworks

Experience	ABC Gallery <i>Assistant Curator</i>	Ann Arbor, MI Sept. 2001-present
	Ann Arbor Art Center <i>Work Study Position</i>	Ann Arbor, MI Dec. 2000-May 2001
	Campbell Ewald <i>Graphic Design Intern</i>	Detroit, MI June 2000-Sept. 2000
	Middle Earth <i>Sales Associate</i>	Ann Arbor, MI Sept. 1999-May 2000

Artist Resume, experienced

Bob Brown

	Address	Phone number(s)	e-mail
Selected Solo Exhibitions	Tate Gallery, London, June 2002 Raydon Gallery, New York, February 2001 The Institute of Contemporary Art, Boston, October 2000 Mars Gallery, Chicago, December 1999		
Selected Group Exhibitions	Galerie Protee, "Portraits of Innocence," Paris, April 2002 Galerie Albrecht, Munich, May 2001 Museum of Contemporary Art, Los Angeles, September 1999 University of Michigan Slusser Gallery, Ann Arbor, March 1997 Contemporary Arts Center, Cincinnati, July 1996		
Articles and Reviews	<i>The Times of London</i> , "Painting Can be Fresh," June 2002 <i>Art in America</i> , article, December 1999 <i>The Detroit News</i> , "Local Artist Returns with Fame," March 1997 <i>Artweek</i> , "Representational Art Makes a Comeback," August 1996		
Grants and Awards	The Doris Duke Charitable Foundation, 1995 National Endowment for the Arts, Artist Fellowship, 1994 The Downtown Arts Project, Artist in Residence, San Diego, 1993 Michigan Association of Community Arts Agencies, 1992		
Education	Master of Fine Arts, University of Michigan, 1992 Bachelor of Science, New York University, 1989		
Collections	Detroit Institute of Art, Detroit MI City University of New York, The New School Mr. David Enholdter Ms. Leonora Thompson Domino Farms, Ann Arbor MI		
Represented by	George Costamonger Gallery, 654 E. 54 th Str., New York, 10088 Helen DeVries, 1024 Managerie Lane, London		

Artist resume, recent grad

Jo Q. Public

Address

Phone number(s)

e-mail

The surrealist movement heavily influences Jo Q. Public's painting style. Public's incorporation of mixed media into the work takes surrealism to a different level by juxtaposing various materials to represent ideas in the paintings. While using oil painting as a springboard, Public creates depth, texture and meaning with elements as diverse as crystals, rubber bands, and dental instruments.

Selected Exhibitions (* solo shows)

*Media Union Gallery, Ann Arbor MI 2002
State Street Gallery, Ann Arbor MI 2001, 2002
*Café Zola, Ann Arbor MI 2002
Kalamazoo Institute of Arts, Kalamazoo MI 2001
South Haven Center for the Arts, South Haven MI 2000

Grants and Awards

Audre Lourde Scholarship Award, 2002
Michigan Creative Artist Award, 2002
Emerging Artists Competition, First Place, Limner Gallery,
New York, 2001

Education

Bachelor of Fine Arts, University of Michigan, 2002
Studied under:

Vincent Castagnacci
Jim Cogswell
Al Hinton
Sei Saito

Bodies of Work

Hiding Behind Hats, oil on canvas, 2002
Study of how women use hats to create identity.

Sharing Secrets, Pastel illustrations, 2001
Portraits of Detroit children.

It's All One World, Mixed media, 2000
Cross-cultural depictions of deities

Action Verbs

Achieved
Adapted
Addressed
Administered
Advised
Analyzed
Arranged
Assembled
Assessed
Assisted
Attained
Audited
Budgeted
Calculated
Classified
Coached
Collected
Communicated
Compile
Composed
Computed
Conducted
Consolidated
Constructed
Consulted
Coordinated
Counseled
Created
Critiqued
Defined
Designed
Detected
Determined
Devised
Diagnosed
Directed
Discovered
Displayed
Earned
Edited
Eliminated
Enforced
Established
Estimated
Evaluated

Examined
Expanded
Explained
Experimented
Financed
Formulated
Gathered
Generated
Grossed
Guided
Handled
Hypothesized
Identified
Illustrated
Implemented
Improved
Increased
Influenced
Initiated
Inspected
Installed
Instituted
Instructed
Interpreted
Interviewed
Invented
Investigated
Lectured
Managed
Marketed
Mediated
Modeled
Monitored
Motivated
Negotiated
Obtained
Operated
Ordered
Organized
Oversaw
Performed
Persuaded
Photographed
Planned
Prepared
Presented

Printed
Processed
Produces
Projected
Promoted
Proofread
Provided
Publicized
Purchased
Received
Recommended
Reconciled
Recorded
Recruited
Reduced
Referred
Refined
Rehabilitated
Repaired
Reported
Represented
Researched
Resolved
Responded
Restored
Retrieved
Reviewed
Scheduled
Selected
Solved
Sorted
Studied
Summarized
Supervised
Supplied
Surveyed
Tested
Trained
Transcribed
Translated
Traveled
Tutored
Upgraded
Utilized
Wrote