

RÉSUMÉ,
CURRICULUM VITAE
(CV) & COVER
LETTER

WRITING
GUIDE

Pratt

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GUIDELINES FOR RÉSUMÉ WRITING

WHAT IS A RÉSUMÉ?

The purpose of a résumé is to provide a summary of your skills, abilities and accomplishments related to the job you are seeking. It is a “snapshot” of you with the intent of capturing and emphasizing interests and secure you an interview. The good news for artists and designers who want to work in the creative industries is that there is not a “standard” résumé. It doesn’t have to be one-size-fits-all, but rather a chance to promote your individuality and style. However, there are some general guidelines that can help you create a more effective result.

GENERAL TIPS

1. The résumé should be a one-page listing of your education, employment history and accomplishments.
2. Don’t over design. Keep it simple and organized. Use your design skills, but don’t go overboard. Some résumés are so over-designed that they become difficult to read and no longer deliver the message. Consider various fonts and the use of bold and italicized text to make certain things stand out like job titles and company names. The bottom line is that your résumé needs to be competitive in overall appearance and content.
3. Make sure your résumé is letter-perfect. Misspellings and grammatical errors give a potential employer the wrong first impression. Have at least two people proofread your résumé.
4. Use parallel structure for all information—if you list a job title before place of employment in your first entry, do the same for the rest of your experience.
5. Use action verbs and omit personal pronouns (see page 4 for action verb ideas) (i.e. “implemented procedures” or “analyzed reports” rather than “I implemented procedures” or “I analyzed reports”).
6. Arrange your information in reverse chronological order; the most recent school attended and the most recent job you have held should be listed first.
7. Test your résumé for relevancy. The information included in your résumé should either support your job or internship goal directly or support your character as it relates to future opportunities. If you can’t define a definite purpose for including something, consider leaving it out.
8. Keep a separate list of references and make them available to potential employers only upon request.
9. Remember your résumé is only a door opener. Your goal is to be offered an interview. Do not assume your résumé will get you an interview with no additional effort on your part. You must follow up:
 - Use a powerful and compelling email cover letter
 - Network with your peers, past employers, department staff, and faculty

KEY WORDS FOR RÉSUMÉ WRITING

A	accelerated accomplished achieved adapted administered analyzed approved assessed assisted	estimated evaluated exceeded expanded expedited facilitated	pinpointed prepared presented proficient in programmed proposed proved provided
B	broadened budgeted built	F found fulfilled	R recommended reduced reinforced reorganized researched revamped reviewed revised
C	clarified collaborated compiled completed conceived conceptualized conducted consolidated contributed controlled created cultivated	G gathered generated I improved increased influential implemented initiated innovated instituted instructed interpreted	S scheduled set up shaped simplified solved specialized streamlined strengthened structured summarized supervised supported surpassed
D	defined delegated demonstrated designed developed devised directed discovered	L launched lectured led M maintained managed mastered monitored motivated	T taught trained translated utilized
E	effected eliminated enriched established	O operated organized originated P participated performed planned	W won wrote

TYPICAL RÉSUMÉ CONTENT ITEMS/SECTIONS

CONTACT

- This should include your name, address, phone number, email, and website address
- Be sure to print your name in a bold, large font size
- Your contact section can be a heading, located at the bottom, or to the left/the right on the page

SUMMARY OF QUALIFICATIONS (optional)

- Summarize your most relevant skills and accomplishments in an action verb format.

EDUCATION

- List in reverse chronological order
- Include institution, location, school division, degree, graduation date/expected graduation date
- Majors and minors
- You can include your GPA if it is above a 3.5.

HONORS/AWARDS

List any honors, scholarships or awards you have received, including any received from community or civic organizations.

RELEVANT COURSEWORK (OPTIONAL)

- List courses that are relevant to the position
- Focus on electives and advanced courses

EXPERIENCE

- List job title, employer/organization, location (city and state only), dates of employment and a brief job description. Emphasize results and accomplishments!
- Do not lead with “duties or responsibilities included” because this describes the job in more detail than it describes your abilities

SKILLS

- Include all computer, foreign language and technical skills.
- Characterize your level of ability (proficient, knowledge of, experience in, familiar with, etc.)

ACTIVITIES (optional)

- Include club memberships, community service and hobbies. Emphasize leadership duties.

INTERESTS (optional)

- This section adds a personal dimension to the résumé. Three interests are usually sufficient.

RÉSUMÉ VS. CURRICULUM VITAE (CV)

One of the biggest differences between a résumé and a curriculum vitae (CV) is the audience it is intended to reach.

- A CV that speaks largely to an academic audience and documents your academic and intellectual accomplishments.
- A résumé is read by hiring managers and should be tailored to this group. Managers can often review hundreds of applicants for a single position. Your résumé must therefore be concise and clear enough to make an immediate impression.
- Both must provide a persuasive account of your skills and experiences as they relate to the specific job.

Most jobs in non-profits, government and the private sector in the United States will ask for a résumé. Faculty and teaching applications require a CV.

- It is possible that high level positions will need a hybrid document that is a cross between a résumé and a CV. This is a shortened CV and can be about two to three pages and will provide a bit more information than the typical résumé (such as research experience, recent publications, etc.) but is still much shorter than a CV. The rule of thumb is that you can add 1 page per 10 years of experience.

	CV	Résumé
Audience	Academics; applying for jobs abroad; applying for graduate school	Standard in US and Canada; general audience of employers who hire for a wide variety of positions
Goal	To present your full academic history – including teaching, research, awards, publications, and service	To demonstrate that you have the skills and experience necessary to succeed within the position you are seeking
Length	As long as necessary	One or two pages only
Focus	Demonstrating your academic achievements and scholarly potential	Representing your experiences – job related, extracurricular and volunteer, as well as the skills you've gained from these
Essential Information	Lists of publications, presentations, teaching experiences, education, honors, and grants	Skills and experiences you have gained as related to the job you are seeking
References	Include	Optional, not necessary

RÉSUMÉ CHECKLIST

Ask yourself:	Yes	Needs More Work
Is it clear to the reader immediately what kind of job or internship you are qualified for?		
Are you sure it does not contain the pronoun "I" anywhere in the résumé?		
Are the jobs in your EXPERIENCE section and the schools in your EDUCATION section listed in reverse chronological order?		
Do you use a variety of action words and begin sentences with active verbs to make it more dynamic and interesting to read?		
Do you list accomplishments in the EXPERIENCE section? Many people simply list responsibilities or duties, but if you have the space, employers may want to know what you have accomplished.		
Do each of your experiences listed pass the "So What?" test. What was the outcome? What improved? Does it relate to the job you are applying for? Does it point to your future or anchor you to your past?		
Does the résumé reflect you as a person? Do you include special projects, job-relevant skills, volunteer activities or important things about you that an employer would find interesting and relevant?		
Is the format professional and attractive using a standard font and without spelling, punctuation or grammatical errors? It must be 100% correct!		
Is it concise and easy to read – and filled only with skills, experience or training relevant to the job you want?		
Have you shown it to a counselor or faculty member or your department staff for approval and comments? You should!		

RÉSUMÉ,
CURRICULUM VITAE
(CV) & COVER LETTER

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GUIDELINES FOR COVER LETTER WRITING

Anytime you email your résumé to a prospective employer, it needs to be accompanied by a full cover letter.

The cover letter is a key document to introduce yourself, and a critical component in getting an interview.

IT IS A LETTER OF INTRODUCTION

The purpose of the cover letter is to introduce yourself to an employer. It gives you the opportunity to highlight your skills and experience in a way that clearly connects you to a particular position.

IT IS A SALES LETTER

It is intended to convince the prospective employer that you have something valuable to contribute and that it will be worth the employer's time to grant you an interview.

The cover letter provides you with an excellent vehicle to highlight key credentials that match the major needs of the prospective employer.

It should be 3 – 4 paragraphs:

- Why you are writing and which job you are seeking
- Your qualifications and why you feel you are a good candidate (provide concrete examples!)
- What you know about the company, and the position or the industry
- How you hope to continue the conversation

When preparing a cover letter, keep these points in mind:

1. Type each cover letter individually, addressing it to a specific person and company. It is best to get a contact name and the title of the person to whom you are sending your letter.
2. Prioritize the most relevant information in each letter so you specifically connect your experience and interest to the company or person to whom you are writing.
3. Cover letters should be brief and to the point and include examples of your accomplishments. They should be no more than one page.
4. An effective way to end the letter is to state your plan for continuing the discussion (e.g. "I will call next week to discuss the possibility of setting up an interview"), or simply by thanking the employer for considering your application and listing a number where you can be reached to set up an interview.
5. Proofread carefully for spelling and grammatical errors. Always ask others to check for clarity, grammar, typos, and spelling.

SAMPLE COVER LETTER FORMAT

Include a letterhead that matches your résumé if mailing or attaching:

YOUR NAME

ADDRESS, PHONE, EMAIL ADDRESS, WEBSITE

Date

Name of Person You're Writing to

Company Name

Street Address

City, State & Zip

Re: or Position: _____

Dear _____:

First Paragraph: If you've got a name to drop, someone who recommended you, use it in the opening. ("Steven Spielberg suggested..."). If you haven't, then lead with the best cards you've got as they apply to the job at hand. ("I have 3 years experience at..." / "As a recent apprentice with...") Can you tie in your virtues to something you know they need? ("I read that you just got the Maine Tourism account. As a native of Bangor, Maine,...") State your points strongly but don't sound presumptuous or conceited.

Second Paragraph: Elaborate briefly. What specific experience, abilities or skills would apply to this job? If possible, back them with specific accomplishments. You might want to mention something not on your résumé that you think would be relevant or describe your approach as it relates to their culture. Be brief and to the point (remember, this is simply a supplement to your résumé).

Third Paragraph: If you haven't done it before, perhaps you'd want to mention something about them--the work you know they've done and how you admire it, and how/why you'd like to work for them specifically. The Closing: Keep it simple and fairly neutral. Never make assumptions. Thank them for considering your application. You may want to mention a web location where they can learn more about you or simply say you'd be happy to answer further questions. You can give them the best method to reach you and suggest that you get together to discuss your credentials further. Then end with:

Sincerely,

Your name

WORKSHEET

COVER LETTER

FIRST PARAGRAPH

Why are you writing?

What are the skills necessary for the position you are interested in?

SECOND PARAGRAPH

What can you offer the company (include information that extrapolates what you have on your résumé such as a particular approach or something of value that you brought to a previous professional experience that shows you are a great fit for what they need):

What do you know about the company?

THIRD PARAGRAPH

Ask for an interview:

REFERENCES

SAMPLE FORMAT

- Send to employers only when requested
- Can be included as a second page of your résumé if requested in the job posting
- You must notify your references before giving their information out. When asking someone to be a reference for you, it is best to send them a copy of the job/internship description you have applied to or intend to apply to.

YOUR NAME

Address, Telephone Number, Email Address, Website Address

REFERENCES

1. Name, Job Title
Organization/Company Name
Address Line 1
Address Line 2
Telephone Number
Email Address
2. Name, Job Title
Organization/Company Name
Address Line 1
Address Line 2
Telephone Number
Email Address
3. Name, Job Title
Organization/Company Name
Address Line 1
Address Line 2
Telephone Number
Email Address

THANK YOU & FOLLOW-UP SAMPLE FORMAT

Following an interview it is suggested you write to your contact expressing appreciation. If want to invest the time, you can stand out by designing and sending something more personal (a handmade card for example) in lieu of a formal letter or e-mail.

WHY?

- To show appreciation for their interest in you and cite the conversation you had with them.
- To reiterate your interest in the position/opportunity and in the organization.
- To review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up/thank-you letter.
- To demonstrate that you have good manners which can be taken as a sign of professionalism.
- To follow-up with any information the employer may have asked you to provide after the interview. You can also follow up after speaking with an employer at a career fair, panel discussion, roundtable event, lecture, or any other kind of networking or recruiting event. A letter/e-mail to follow up later is a good way to show initiative and continued interest. You can also simply thank the employer for her/his time in speaking with you; perhaps /he gave you advice you found helpful.
- Thank-you letters can be hard copy, printed or handwritten, or e-mailed.
- Handwritten letters are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during an on-site interview.
- E-mail is particularly appropriate as a supplement (i.e. do both e-mail and hard copy) when that has been your means of contact with the person you want to thank; if your contact has expressed a preference for e-mail; or you know your contact is travelling and will not have access to postal delivery in a timely fashion.

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RÉSUMÉ EXAMPLES

INTERMEDIATE RÉSUMÉ (JR/SR/GRADUATE)

Jane Doe

200 Dekalb Avenue, Apt 6
Brooklyn, NY 11205 718-836-9999 Jane@doe.com

Fashion design student at Pratt Institute working towards BFA degree. Skilled in fashion illustration and good knowledge of garment construction. Able to multi-task and work in a fast-paced environment. Team player with great communication skills.

Education

Pratt Institute, Brooklyn, New York
B.F.A. Concentration in Fashion Design. Expected graduation 2013

Strengths and Skills

Fabric Rendering	Pattern Making	Draping, Sewing & Tailoring
Mood Board Creation	Market Research	Sketching and Specs
Seasonal Presentations	Adobe Illustrator, Photoshop	MS Word, Excel, PowerPoint

Experience

Fantasia Accessories, New York, NY 2012 - Present

Design Assistant, Intern

- Create CAD drawing for XOXO license and clients such as Forever 21, Urban Outfitters, and Anthropologie
- Assemble presentations for clients including Wal*Mart and Target
- Communicate with overseas factories about sourcing of piece goods and negotiation of pricing
- Research trends
- Enter product specs and pricing into company system

Despana Brand, New York, NY May '11

Window Dresser for 'Soho Spanish Fashion Week'

- Created concept for store window display and sourced materials
- Illustrated and assembled display

Latina Magazine, New York, NY Fall '10

Intern Assistant to the Fashion Director

- Researched trends
- Assisted with styling for photo shoots
- Received, organized, and returned samples
- Assisted with Public Relations

North Six Productions, New York, NY Fall '10

Production Assistant and Office Intern

- Created mood boards for photo shoots including: Cover Girls, Ck Jeans, and Gap
- Designed 4 fully dressed croquis along with front view flats and fabric.

Example format for *FIRST-YEAR* students

<h1 style="text-align: center;">JOHNNY DOE</h1> <p style="text-align: center;">200 Willoughby Ave Unit 58003, Brooklyn, NY johnny@doe.com, 123.456.7890</p>		NAME: -> Avoid fancy fonts. -> Chosen font must be bold and large. -> Can be located anywhere on page.
EDUCATION		ADDRESS: -> Include permanent address. -> Address is optional.
Pratt Institute, Brooklyn, NY BFA in Art & Design - Deans list in Fall 2013	Expected May, 2017	EMAIL: -> Use professional email.
Boston High School, Boston, MA G.P.A - 3.98	May 2013	EDUCATION: -> List in reverse chronological order. -> Include institution name, location, school division, degree, graduation date/expected graduation date, majors and minors. -> Include summer programs taken.
Boston University, Boston, MA Summer Art Program	June - August 2012	G.P.A: -> Include only if above 3.0. -> Do not round up. -> Must match the transcript.
EXPERIENCE		EXPERIENCE: -> List job title, employer/organization, location (city and state only), dates of employment and a brief job description. -> Emphasize on the results and accomplishments. -> Use action verbs to start each phrase. -> Do not lead with "duties or responsibilities included." -> Can use different experience headings eg: Volunteer, Relevant, Additional, etc.
Joseph Bagels, Brookline, MA Attendant - Provided fast, efficient and courteous service to all patrons - Operated cash register by totaling bills, receiving payments, and distributing receipts	May 2011 - August 2011	
Comfort Suites, Brookline, MA Breakfast Attendant - Managed breakfast area by stocking and cleaning - Interacted, directed and provided information to the guests	June 2010 - August 2010	
LEADERSHIP		
Boston High School Student Council, Boston, MA Senior Class President - Managed five sub-committees and ran weekly meetings for 100 students - Organized class events including dances, fundraisers and trips - Generated over \$1500 for the senior prom through various fundraising efforts	October 2011 - May 2013	
Boston High School Photography Club, Boston, MA Founder and President - Set up weekly meetings to coordinate and organize the club - Organized photography trips for members and other students interested - Developed prints	August 2010 - May 2013	REFERENCES: -> Do not list references on the resume.
SKILLS		CONSISTENCY: -> Imperative on the resume. Dates, indentations and font.
- Computer skills: Microsoft Office, Photoshop and Illustrator. - Knowledge of Facebook, Twitter and Tumblr - Intermediate Spanish		

Example format for **JUNIOR, SENIOR (UPPERCLASSMAN)**

JANE DOE

200 Willoughby Ave, Brooklyn, NY
jane@doe.com, 123.456.7890

ADDRESS:

- > Include permanent address.
- > Address is optional.

EMAIL:

- > Use professional email.

NAME:

- > Avoid fancy fonts.
- > Chosen font must be bold and large.
- > Can be located anywhere on page.

PROFESSIONAL PROFILE

Young enthusiasts architecture student with excellent skills in drafting and model building. Excellent understanding of the design process and interested in sustainable architecture.

SUMMARY / CAREER PROFILE:

- > Summarize relevant skills and accomplishments in an action verb format.
- > Omit pronouns.

EDUCATION

Pratt Institute, Brooklyn, NY (Expected May 2015)
Bachelor of Architecture - G.P.A - 3.67

G.P.A:

- > Include only if above 3.0.
- > Do not round up.
- > Must match the transcript.

EDUCATION:

- > List in reverse chronological order.
- > Include institution name, location, school division, degree, graduation date/expected graduation date, majors and minors.

HONORS / AWARDS

Architecture Merit Scholarship, Fall 2013 - Spring 2014
Dean's List, Fall 2012- Spring 2014

HONORS / AWARDS:

- > List any honors, scholarships or awards received, including any received from community or civic organizations.

PUBLICATIONS

InProcess: 2014, Pratt Institute - Procedural Morphology
InProcess: 2013, Pratt Institute - Biocultural Center
InProcess: 2012, Pratt Institute - Transforming Mechanisms

CONSISTENCY:

- > Important on the resume. Dates, indentations and font.

EXPERIENCE

Skidmore, Owings & Merrill LLP (SOM), Manhattan, NY May 2014 - August 2015

Interior Architecture Intern

- Worked on a team to prepare architectural plans, elevations, sections, and detail sheets.
- Researched building products for value and efficiency.
- Performed lighting analysis, site and space planning studies.

Port Authority, Newark, NJ

May 2014 - August 2014

Architecture Intern

- Worked on a team to produce and develop construction documents.
- Assisted colleagues on site visits/ meetings and preparing schedules and reports.
- Generated 3D models of the explored design using computer programs.

EXPERIENCE:

- > List job title, employer/ organization, location (city and state only), dates of employment and a brief job description.
- > Emphasize on the results and accomplishments.
- > Use action verbs to start each phrase.
- > Do not lead with "duties or responsibilities included."
- > Can use different experience headings eg: Volunteer, Relevant, Additional, etc.

ACTIVITIES AND INTERESTS

Volunteer, Habitat for Humanit, Ronoake, VA, Fall 2014

Trainee, New Jersey Marathon for April 2015

Member of AIAS

Interested in exhibition and presentation architecture

INTERESTS: (optional)

- > This adds a personal dimension to the résumé.
- > Three interests are usually sufficient.

ACTIVITIES: (optional)

- > Include volunteer work, club memberships, community service and hobbies.
- > Emphasize leadership duties.
- > Can either be listed or described.

SKILLS

Computer: AutoCAD, Rhinoceros, Grasshopper, Maya, Revit, Adobe CS6 and Microsoft Office.
Board layout design
Physical model building
Social media

REFERENCES:

- > Do not list references on the resume.

SKILLS:

- > Include all computer, foreign language and technical skills.
- > Characterize your level of ability (proficient, knowledge of, experience in, familiar with, etc.)

RELEVANT COURSEWORK

- Design
- Architectural creativity
- Statics, steel and concrete
- Pre-columbian architecture
- Construction documents
- Building services

RELEVANT COURSEWORK: (optional)

- > List courses relevant to the position.
- > Focus on electives and advanced courses.

Example format for *INTERIOR DESIGN* students

JANE DOE

200 Willoughby Ave, Brooklyn, NY
jane@doe.com, 123.456.7890

PROFESSIONAL PROFILE

Highly motivated and enthusiastic interior design student at Pratt Institute. A detail oriented team player with strong customer service and vendor / supplier relationship skills. Interested in brand identity, retail store and hospitality design projects.

EDUCATION

Pratt Institute , Brooklyn, NY (Expected May 2015)
BFA, Department of Interior Design. G.P.A - 3.67

SKILLS & STRENGTHS

Computer: AutoCAD, Adobe CS6 and Microsoft Office
Assembling presentation boards
Physical model building
Social media

SELECTED PROJECTS

Kiosk Spring 2011
-> The site of the kiosk is the Heckscher playground in central Park
-> Made site visits, created renderings, plans and sections
-> Constructed numerous study models throughout the course of the project
-> Design was inspired by first aid kit

DSquared2 Retail Store Design Fall 2010
-> Made site visits along with study plans and study models
-> Generated presentation boards that consisted of inspiration images, plans, sections, elevations, perspectives, model photographs, and material and furniture selection
-> Inspired by the theme of the company

EXPERIENCE

Architectonics, Manhattan, NY May 2011 - August 2011
Administrative Intern
-> Organized and managed the office space
-> Researched building products
-> Assisted architects in the production of presentation boards

Abercrombie & Fitch CO., Manhattan, NY September 2009 - August 2010
Brand Rep / Impact Team
-> Assisted, directed and answered any queries of the customers
-> Organized window displays
-> Handled the cash register
-> Worked with management to market the brand of the company

HONORS / AWARDS

Dean's List, Fall 2010- Spring 2011
Eagle Scout Badge of Honor

ACTIVITIES AND INTERESTS

Volunteer, Habitat for Humanit, Ronoake, VA, Fall 2014.

NITA GORDES

200 Willoughby Avenue, Brooklyn, NY - 11205
 123.456.7890, nita.gordes@pratt.edu

Enthusiastic matte painter with commercial experience for electronic product marketing and digital models for home furnishing objects. Possess exceptional computer skills in various 3D and 2D programs.

EDUCATION

Pratt Institute, Brooklyn, NY
 B.F.A, Department of Digital Arts and Animation , expected 2015

SKILLS

Nuke
 Maya
 Premier Elements
 After Effects
 Photoshop

Storyboarding
 Oil painting
 Digital Painting

EXPERIENCE

Squat Design, Manhattan, NY Matte painting intern - Created ultra realistic 3D animated demos for products - Designed layouts for product slideshows - Worked on motion capture of human facial expressions	June - August 2014
Shin Eun Kyuung Ballet Ensemble, Manhattan, NY Motion graphics intern - Created 3D models and textures for consumer products	May - August 2013
Digital Art Laboratory, Pratt Institute, Brooklyn NY Lab monitor - Organized and managed the lab	May 2012- Present

EXHIBITION

Rome MMX in Pratt Fine Art Gallery, Brooklyn, NY	October - November 2012
Electronic Social Club, NY	November 2013
Department of Digital Arts at Pratt Institute, NY	December 2014

Example format for **GRAPHIC DESIGN** students

JOHN DOE

200 Willoughby Ave, Brooklyn, NY
123.456.7890, john@doe.com

EDUCATION

Pratt Institute, Brooklyn, NY
BFA in Communications Design
Anticipated: May 2015

DESIGN SKILLS

Graphic, Advertising, Branding,
Poster, Editorial, Outdoor Ad,
Package, Digital Photography,
Retouching, Illustration and Web

SOFTWARE SKILLS

Macintosh OS X, Windows XP,
Adobe Photoshop, Illustrator,
InDesign, After Effects, Flash,
Dreamweaver, Garage band,
Final Cut Pro and Microsoft
Office.

ACHIEVEMENTS

Adobe Design Achievement Award
The One Club's Annual Student

PROFILE

Passionate and industrious graphic / web designer with necessary patience, intelligence and creativity to see original ideas produced across multiple media with intense attention to detail.

EXPERIENCE

Graham Hanson Design, May 2014- Present

Graphic Design / Advertising Intern

- Worked with the designer in Rebranding Boilermaker Race: Logotype, Website, Merchandise, Apparel
- Lead Designer on Book for Cohen Brother Realty
- Designed websites, retail signage, banner ads, and a multitude of print material
- Motion and Sound Design for animated logo

Laird + Partners, Manhattan, NY, September 2013 - December 2013

Graphic Design / Advertising intern

- Assisted the design department in producing campaigns for clients Donna Karan, DKNY and Tory Burch
- Researched concepts
- Created flash ads or mailers
- Retouched photographs

VOLUNTEER EXPERIENCE

Central Park Zoo, NY, February 2009 - October 2010

Certified Wildlife Guide

International Center Photography, NY, June - July 2010

Development Intern

ADDITIONAL EXPERIENCE

Peer Counselor, August 2013 – May 2014

- Researched the various AICAD schools career services offered
- Promoted career development opportunities
- Provided guidance to students about resources at Career Services

Resident Advisor, Spring 2014

- Served as an advisor, mentor, mediator, and supervisor to 36 students on a residential floor.
- Created and implemented educational and social programs to build community, including the first program on preventing cyber-bullying, which was attended 70 students across all academic years.
- Enforced institute policies to ensure a safe living environment.
- Confronted and resolved issues around roommate conflicts, diversity, alcohol and drug use

JOHN DOE

200 Willoughby Ave, Brooklyn, NY
123.456.7890, john@doe.com

EDUCATION Pratt Institute, Brooklyn, NY, In Progress - May 2015
Master of Science in Information and Library Science

College of Charleston, Charleston, SC, May 2009
Bachelor of Arts in Art History and Arts Management
Summa Cum Laude, G.P.A - 3.96/4.00

HONORS / AWARDS SILS Merit Scholarship, Spring 2015
Dean's List, Fall 2005 - Spring 2009
Sigma Alpha Phi, College of Charleston Honor Society
Arts Management Program, Departmental Honors, May 2009
Art History Program, Outstanding Student Award, May 2009

EXPERIENCE Richard McMahan's miniMuseum
Project Archivist and Installation Manager, October 2010 - July 2012
- Created an inventory, Filemaker Pro database, and digital documentation for the collection of Florida-based artist Richard McMahan.
- Contributed to the exhibition design and layout of exhibitions
- Coordinated, supervised and assisted in the installation and de-installation.

Clemson Architecture Center in Charleston, Clemson University, January 2009 - July 2010
Administrative Assistant
- Organized and managed facilities.
- Supervised all maintenance and repairs.
- Acted as on-site technical support for all equipment, including all printers and plotters, a laser cutter, and all network computers.
- Maintained Center's budget and accounting.
- Coordinated annual lecture series.

Gibbes Museum of Art, Charleston, SC, Spring 2009
Independent Study and Archival Researcher
- Researched archival collections at the Gibbes relating to Japanese print collection of Motte Alston Read, including correspondence and auction catalogues dating 1908-1920.
- Prepared a report on significant findings and an annotated bibliography pertaining to Japanese prints.
+

COMPUTER SKILLS Filemaker Pro, Adobe Photoshop, InDesign, Illustrator and Microsoft Office.

JANE DOE

200 Willoughby Ave, Brooklyn, NY
123.456.7890, jane@doe.com

EDUCATION

Pratt Institute, Brooklyn, NY Expected May 2016
Bachelor of Industrial Design with minor in Media Studies
GPA: 3.409/4

SKILLS

- Languages: English, Spanish, Hebrew & Basic Portuguese
- Design: Sketching, Marker Rendering, Ideation, Graphic design, Technical drafting, Product/User Research
- Model Building
- Software: Photoshop, Illustrator, InDesign, Sketchbook Pro, Aftereffects, AutoCAD, Macromedia Dreamweaver & Flash and Microsoft Office

EXPERIENCE

Insport, Caracas-Venezuela August 2011-Present
Sporting Goods Design Assistant/ Product Design Intern
- Worked with the production team to conceptualize, ideate and design athletic apparel.
- Designed solutions to solve storefront merchandise display by optimizing small window areas.
- Assisted the Creative Director in photograph shooting and selection for the company's website and social media.

LASA, Pratt Institute May 2013-Present
Co-President and Founder of Student's Club
- Gathered a +40 Latin Students community by organizing monthly events and meetings.
- Delegated the execution of events focused on raising awareness on current related events.

Aldeas de Paz, Santa Elena, Venezuela May-July 2013
NGO Multimedia & Management Intern
- Executed a program in which volunteers' teach and tutor children in Arts & Crafts, Math and English.
- Integrated a multicultural team of volunteers from different countries.
- Participated in the Multimedia Chapter (keeping a page/blog) with videos, short films and ads to promote the NGO and its fundraising programs

Example format for **ART DIRECTION** students

JOHN DOE

200 Willoughby Ave, Brooklyn, NY
123.456.7890, john@doe.com

EDUCATION

PRATT INSTITUTE (BROOKLYN, NY)

EXPECTED MAY 2015

BFA in Art Direction
Concentration in Advertising

SKILLS

Photoshop, Illustrator, InDesign, Microsoft Office, Photography, Drawing, Model Making, After Effects, Printmaking, Mac and PC proficient

EXPERIENCE

PRATT INSTITUTE STUDENT GOVERNMENT ASSOCIATION (BROOKLYN, NY)

AUGUST 2013 - PRESENT

Chair of Academic Concerns

- Arranged regular meeting with Provost, Deans, Department Chairs to discuss concerns of academic integrity and well-being of students
- Worked on a team to plan campus events and fundraisers, including open forums, and campus-wide socials
- Networked with other Chairs to survey students about campus experiences
- Spearheaded information committees such as HUNGRY, a cafeteria forum

MARIUS CAFE (BROOKLYN, NY)

JULY 2014

Designer

- Conceived and executed cafe logo, menu and interior / exterior motif

SAVOR (BROOKLYN, NY)

JUNE 2014

Designer

- Conceived and executed restaurant logo, menu layout and design
- Collaborated with executive chef on structure and design of exterior

REIDY DESIGN (SYRACUSE, NY)

FEBRUARY 2013 - MAY 2013

Intern

- Assisted with logo design and branding for local clientel
- Poster and button designs for upcoming local events such as Onondaga Community College Jazz Fest

Example format for **ARCHITECTURE** students.

JANE DOE

200 Willoughby Ave, Brooklyn, NY
jane@doe.com, 123.456.7890

PROFESSIONAL PROFILE

Young enthusiastic architecture student with excellent skills in drafting, and model building. Excellent understanding of the design process and interested in sustainable architecture.

EDUCATION

PRATT INSTITUTE, Brooklyn, NY (Expected May 2015)
Bachelor of Architecture - G.P.A - 3.67

HONORS / AWARDS

ARCHITECTURE MERIT SCHOLARSHIP (Fall 2013 - Spring 2014)
DEAN'S LIST (Fall 2012- Spring 2014)

PUBLICATIONS

InProcess: 2014, Pratt Institute - Procedural Morphology
InProcess: 2013, Pratt Institute - Biocultural Center
InProcess: 2012, Pratt Institute - Transforming Mechanisms

EXPERIENCE

SKIDMORE, OWINGS & MERRILL LLP (SOM), Manhattan, NY (May 2014 - August 2015)
Interior Architecture Intern

Worked on a team to prepare architectural plans, elevations, sections, and detail sheets
Researched building products for value and efficiency
Performed lighting analysis, site and space planning studies

PORT AUTHORITY, Newark, NJ (May 2014 - August 2014)
Architecture Intern

Worked on a team to produce and develop construction documents
Assisted colleagues on site visits/ meetings and preparing schedules and reports
Generated 3D models of the explored design using computer programs

SKILLS

AutoCAD, Rhinoceros, Grasshopper, Maya, Revit, Adobe CS6 and Microsoft Office
Board layout design
Physical model building
Social media

Example format for **HISTORIC PRESERVATION** students

JOHN DOE

200 Willoughby Ave, Brooklyn, NY | 123.456.7890 | john@doe.com

SUMMARY

Young professional with knowledge of historic preservation and experience providing development support to five different non-profits in areas of donor communications, research and economic cultivation. Implemented aggressive solicitation of corporate, foundation and individual support, and draft persuasive proposals for private and government foundations. Identify and amass prospective grant opportunities through online databases through annual reports and donor lists of other organizations. Committed to understanding how to work effectively with diverse communities. Plan and support development team in special fundraising campaigns and manage fee-based rentals for historic sites.

FUNDRAISING AND PROFESSIONAL SKILLS

- Government and Private Grant Proposals
- Events Coordination for Fundraisers
- Research of prospective donors
- Rewriting mission statements
- Microsoft Office
- GIS: ArcView
- Adobe Photoshop
- Blogging Platform: WordPress and tumblr

DEVELOPMENT EXPERIENCE

SAM Fundraising Solutions - New York, NY

Development Assistant - May 2011 to Present

- Supported the President in areas of corporate, foundation and individual donor fundraising for a wide range of clients related to historic preservation
- Prepared minutes and document goals discussed at strategic planning meetings in order to better serve each client

Hay House Museum - Georgia Trust for Historic Preservation - Macon, GA

Events Coordinator - November 2005 – December 2007

- Coordinated and managed all fee-based facility usage for the National Historic Landmark house museum from launch to conclusion of events, as well as supplemental follow-ups.
- Created income and expense budgets for each event and monitored all financial details
- Designed educational programs while aiding the Education Coordinator in implementing existing programs for all ages

PROFESSIONAL EXPERIENCE

Cloister Museum - Metropolitan Museum-New York, NY

Visitor Services Associate - April 2010 to Present

Promote membership packages in order to better fund the museum while assisting all visiting patrons with admissions and inquiries.

Volunteer for Isham Park –New York, NY

Project Coordinator - May 2011 to Present

Fostered relationships between the community of Inwood and the organization to better understand our efforts to create a historic district by presenting research and ideas at Community Board hearings

EDUCATION

Pratt Institute -New York, NY - December 2011

Master of Science – Historic Preservation

Bachelor of Arts –Studio Art and Art History

Wesleyan College -Macon, GA - May 2008

Example format for **CONSTRUCTION MANAGEMENT** students

JOHN DOE

123.456.7890 | john@doe.com
200 Willoughby Ave, Brooklyn, NY

Motivated, hard working and dedicated construction management student with specialized skills for the field.

professional experience

MDA / Ryder Construction Inc. New York, NY

May 2010 – Present

Intern

- Schedule and estimate construction projects
- Level and prepare bid comparison sheets for review
- Follow up required submittals and shop drawings with the architects
- Prepare RFI's, update the RFI Log, and the Shop Drawing Log
- Prepare operative short schedules – Two week look ahead, and preparing general construction schedules

Projects:

Brodsky (General Construction – Assistant PM)
Quad Graphics (Union Commercial Interior – PM)
Jamestown Management Offices (Commercial Interior – Assistant PM)

Vista Contracting and Renovations Corp. Flushing, NY

June 2009 – November 2010

Administrative Intern

- Project tracking and follow-up regarding client feedback and company performance
- Coordinate payments to subcontractors and to suppliers
- Purchase materials for a variety of projects after completing market research
- Prepare, review Daily Reports and Daily Tickets
- Prepare RFI's and update the RFI Log
- Prepare operative schedules – Two week look ahead

Projects:

Marshalls Store, Flushing Town Center (Commercial Interior)
Staples Superstore, Flushing Town Center (Commercial Interior)

education

Pratt Institute Brooklyn, NY

2008 – Present

School of Architecture
Bachelor of Professional Studies in Construction Management

skills

Computer Applications for Construction Management
MS Office Project, Word, Excel - Proficient
Primavera - Preliminary

JOHN DOE

200 Willoughby Ave, Brooklyn, NY
123.456.7890 , john@doe.com

SKILLS & EXPERTISE

Microsoft Office	Event Planning
Photoshop	Graphic design
Illustrator	Ecological research
SPSS	Copy editing
Social Media	Critical reading

EXPERIENCE

Freelance - Copy Editor and Researcher

NY

February 2013 – Present (1 year 7 months)

- Reviewed academic papers, dissertations, book manuscripts, resumes, cover letters, grant proposals, and press releases
- Corrected all mistakes in grammar, spelling, and punctuation
- Provided suggestions for improving style
- Ensured that all citations are correct and properly formatted
- Organized research materials
- Read and succinctly summarized articles and books for research purposes

UX Engineer - Intern

Newport Beach, CA

September 2013 – December 2013 (4 months)

- Translated data into an informational design, thereafter shared on Facebook, Twitter, and Instagram.
- Worked with Chief Architect Devin Pigera on UI ideas improving the service and its platforms for redesign.
- Met weekly on Skype, working remotely from NYC, to discuss deliverables and aspects of the service, keeping in mind branding and usability.

Pratt Institute - Senior Writing Tutor

Brooklyn, NY

September 2012 – Present (2 years)

- Provided academic support to Pratt students.
- Conducted one-on-one meetings to aid graduate and undergraduate students in thesis and composition development.
- Provided conversation and writing help for ESL and Intensive English Program participants.

EDUCATION

Pratt Institute

Brooklyn, NY

2012 - Present (2 years)

BFA in Critical Visual Studies

ARTIST'S RÉSUMÉ

Normally the artist résumé is succinct (one to four pages in length) and is similar to the short curriculum vitae. **The following example has been taken from the College Art Association's (CAA) website – <http://www.collegeart.org/guidelines/résumé>. The CAA assembles a committee to formulate best practices for artists, art historians, and arts professionals compiling résumé and CVs**

List your most recent entries first, under each heading. Pagination is recommended beginning with page two.

1. Name (and Contact Information)

Personal Website: Personal websites are becoming more and more essential. Providing a URL to a personal website is highly recommended.

If a gallery gives you an exhibition or accepts you for representation, they may eliminate much of the personal information in this category. They will probably remove your address, phone numbers, etc., and provide your date and/or place of birth. This is a common practice for galleries so that a potential buyer is directed to the gallery for inquiries about your work.

2. Education

Comments: Dates should appear on the far left for all relevant categories following the personal information listed above (with exceptions such as Collections, Bibliography, and Publications by Author, which follow their own particular formats. See below under these categories.). List dates of academic degrees by year in reverse chronology, noting honors and/or distinctions. It is informative and may be useful to list the major or area of studio concentration, but this is optional.

Education

2013 MFA (candidate) in Sculpture, California Institute of the Arts, Valencia, CA
(expected graduation: May 2013)

2010 BFA in Studio Art, University of Oklahoma, Norman, OK

2005 BA cum laude, French, Southern Methodist University, Dallas, TX

2006 Memphis College of Art, Memphis, TN

2004 Pont-Aven School of Art, Pont-Aven, France (summer session)

For currently enrolled students, clearly state that the degree is pending by using the words "(expected, pending)" or "(candidate)" in parentheses following the degree being sought. List the expected graduation date at the end.

Education

2012 MFA in Studio Art, Burren College of Art, Newtown Castle, Ballyvaughan,
County Clare, Ireland

2009 BA with Honors and Distinction in Art, Rhodes College, Memphis, TN, USA

3. Grants/Awards (Grants/Fellowships, Awards/Honors, Residencies, etc.)

1998 New York State Council on the Arts Fellowship, New York, NY

1991 Artist-in-Residency Fellowship, Roswell Museum and Art Center, Roswell, NM

4. Exhibition Record

Comments: The exhibition record may be the most important category in your résumé and should be near the beginning. If you have a more impressive exhibition record than list of awards, then list exhibitions before awards.

Exhibitions (includes a combined list of solo, two-person, and group exhibitions)

2012 Solo Exhibition, MFA Thesis Exhibition, Katherine Nash Gallery, Regis Center for Art, University of Minnesota, Minneapolis, MN

2011 The Light of Day, Lee Hansley Gallery, Raleigh, NC

2007 Two-Person Exhibition, Reeves Contemporary, New York, NY (with sculptor, Johnny Swing)

Solo Exhibitions (or Selected Solo Exhibitions, as a separate heading)

Comments: As you exhibit more, you may want to separate the categories and use both Solo Exhibitions and Group Exhibitions as headings. As your career progresses, it is likely that you will use the heading Selected Solo Exhibitions. (When you have a separate heading for solo exhibitions it is no longer necessary to include the words “solo exhibition” at the beginning of the entry as they are all solo.)

Selected Solo Exhibitions

2007 Hot Air Sincerely, Barrow & Juarez Contemporary Art, Milwaukee, WI

2005 Ad Infinitum, Art in General, New York, NY

2004 Snow Never Melts, Franklin Art Works, Minneapolis, MN

Comments: For artists in certain time-based media, an exhibition might be referred to as a Screening. In that case, the category heading might read Exhibitions/Screenings or Exhibitions/Screenings/Performances instead of Exhibitions or Exhibition Record. For performance artists, the heading Performances may be adequate. Depending upon the nature of the work, an artist may use any one or any combination of headings, such as Exhibitions, Screenings, Performances, Curatorial Projects, or Collaborative Projects.

Collaborative Projects

2008 Some Things We Do Together, Momena Art, Brooklyn, NY (performance in collaboration with Clifford Owens)

2003 RN: The Past, Present and Future of the Nurse Uniform, The Fabric Workshop and Museum, Philadelphia, PA, (in collaboration with J. Morgan Puett)

Comments: If you work in digital art, new media, video or performance art, or other collaborative projects such as co-curating exhibitions, be sure to note whether or not the work is collaborative. If it is, develop a simple and consistent method for identifying and crediting individual contributors, as well as clarifying your own contribution. One option is to list these under the heading Collaborative Projects.

Group Exhibitions (or Selected Group Exhibitions as a separate heading)

Group exhibition entries should begin with the italicized title of the exhibition, name of gallery or venue, city, state, and country (if needed). If the exhibition included an exhibition catalogue, this may also be noted with “(catalogue)” placed at the end of the entry. If it is a juried or curated exhibition, you can list the name of the juror or curator, his or her title, institution (if applicable), and the city and state of their residence or work. In the case of prominent jurors or curators, this can be important information.

- 2012 The Ungovernables: 2012 New Museum Triennial, New Museum, New York, NY
(curated by EungieJoo, [catalogue])
- 2012 It's a Small, Small World, Family Business Gallery, New York, NY (curated by
Hennessy Youngman, artist)

Comments: When a juror or curator has a title, it should also appear (along with their institution, city, and state) at the end of the entry. You should separate the venue, city, and state from the curator or juror listing by using parentheses (See example below.), but most importantly, be consistent!

- 2012 Domestic Diaries: Photographic Viewpoints, Rockford Art Museum, Rockford, IL (curated
by Karen Irvine, Curator, Museum of Contemporary Photography, Chicago, IL)
- 2012 DesignArts '12, Rio Gallery, Rio Grande Depot, Salt Lake City, UT (Juror: David
Revere McFadden, Chief Curator, Museum of Arts & Design, New York, NY)

5. Commissions (if applicable)

Commissions, if numerous, may be divided into separate subcategories: Public, Corporate, and Private.

- 1995 Public Art Commission, Diversity and Hope, large-scale painting (8 x 16 ft.),
acrylic and oil on canvas on panel, Charlotte Convention Center,
Charlotte-Mecklenburg Arts & Science Council, Charlotte, NC

6. Collections (Public, Corporate, Private)

Hirshhorn Museum and Sculpture Garden, Washington, DC
Paterson Museum, Paterson, NJ

Comments: List collections alphabetically under each category or subcategory. Because some private collectors prefer to maintain privacy, it is best to get their consent before listing the names of private collectors of your work. A collection listing should only be used for high profile, public or corporate collections and very impressive private collections. (Many artists list friends and family members in this section when they should be omitted.)

7. Bibliography (Selected Bibliography)

Comments: Bibliographical entries are entries of reviews, articles, books, catalogues, etc., published about you and your artwork. Critical reviews of your art and the inclusion of your work in books, magazines, newspapers, exhibition catalogues, online magazines, and in other media is important for documenting your accomplishments. After a number of publications are accumulated, consider editing the list down to the most important and relevant, and title the category Selected Bibliography.

Print Media

Daniel Mendelsohn, "But Enough about Me," New Yorker, January 25, 2010. 68.

Willard W. Wilson, "Sculpture Exhibition: Clinton Shows Region's Best," Syracuse Gazette,
Syracuse, NY, December 11, 1998. 42.

Radio/Television

Comment: You should document interviews and/or features about your work on radio or television and enter the following information on your CV or résumé.

Jane Williams, Interview, WUWJ Radio, Utica, NY, December 9, 1998.

John Doe, "Commissioned Artwork Arrives in Charlotte," WSOC-TV, Charlotte, NC, March 12, 1995.

Online Periodicals

Author's first and last name, "title of article," journal title in italics, volume, issue number (if available), date published, or accessed. DOI: or the URL

Patrick Lichty, "On Virtual FLUXUS," *International Journal of Art, Culture and Design Technologies*, 2(1), (January–June 2012). DOI: 10.4018/ijacdt.2012010103

Website Publications (for images or text published on various websites about you and your artwork)

Author (if known), "title of web page," publishing organization or name of website, publication date (if available) or alternatively an access date. DOI: if available, or URL

Hooper Turner, "Artist Statement," Skidmore Contemporary Art, access date: February 2, 2012.

<http://www.skidmorecontemporaryart.com/hooper-turner-about>

Blogs

Author, "title of blog entry," title of blog in italics, followed by "(blog)," date and time of blog entry. URL

Selected Bibliography

After a number of publications about your work are accumulated, consider editing the list down to the most important and relevant, and include them under Selected Bibliography.

8. Publications as Author (Your published writings, critical writings, reviews, blogs, etc.)

Comments: This category describes material that you have written. Artists who are also writers should use this heading (to distinguish it from the bibliography) to list books, articles, etc., written by the artist. List any art related publications you have written here, including reviews, catalogue essays, blogs, etc. Follow the same format as bibliography, except author's (your) name is not used. (See examples below.)

"A Day in the Life: Editing and Writing for the New Art Examiner," *The Essential New Art Examiner*, Terri Griffith, Kathryn Born, and Janet Koplos, eds. (DeKalb, IL: Northern Illinois University Press, 2011): 259–264.

9. Teaching or Related Experience

Teaching Experience

2009–10 Visiting Assistant Professor, Hamilton College, Clinton, NY
OR

Related Experience

2010–12 Curator, Flood Gallery, Asheville, NC

Comments: It is not necessary to list your entire employment history in an artist résumé; however, in the case of an individual who has taught at several art institutions, it may be useful. It may also be helpful to list related work experience. List only work experience related to art; unrelated employment does not belong on a professional artist's résumé.

10. Lectures/Workshops (Presentations, Artist Talks, etc.)

Jane Williams, Interview, WUWJ Radio, Utica, NY, December 9, 1998.

John Doe, "Commissioned Artwork Arrives in Charlotte," WSOC-TV, Charlotte, NC, March 12, 1995.

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<http://www.skidmorecontemporaryart.com/hooper-turner-about>

Blogs

Author, "title of blog entry," title of blog in italics, followed by "(blog)," date and time of blog entry. URL

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10. Lectures/Workshops (Presentations, Artist Talks, etc.)

- 2012 Lecture/Presentation, School of the Art Institute of Chicago, Chicago, IL, November 8.
 2012 "Workshop: Visual Artist Focus: Working with Galleries 101," Lower Manhattan Cultural Council, New York, NY, October 16.
 2011 Artist Talk, School of the Visual Arts, New York, NY, February 15–18.

Comments: If you have lectured or given presentations or workshops, list such entries here. If there are numerous items in both categories, you may want to divide the headings into two. You should place the specific date(s) of such events at the end of the entry, with month (and date, if known) listed.

11. Curatorial Projects

- 2009 5th Annual Rites of Passage, Manifest Creative Research Gallery and Drawing Center, Cincinnati, OH
 2003 Make it Real, co-curated with Alison Gerber, No Name Exhibitions at The Soap Factory, Minneapolis, MN

Comments: If you have several curatorial projects you want to list, then you may want to create a separate category for these. Otherwise, they can be placed under Related Experience.

12. Gallery Affiliation(s) or Client List (for Designers)

Comment: This category can be placed where deemed appropriate, but is usually found at or near the end of the résumé. Some artists have careers that involve a close working relationship with a commercial gallery. Sometimes these working relationships are temporary or sporadic. Only list those galleries whose working relationships with you are current. Many artists go their entire career without representation, so it need not be included. Designers may want to use a category such as Client List.

Gallery Affiliation

Hodges Taylor Gallery, Charlotte, NC

OR

Client List

Maryland State Department of Education, Baltimore, MD

The Children's Learning Center, Aspen Hill, MD

13. References (optionally required)

References are not always required in an artist résumé and would typically be included only if requested. A list of references should appear either at the end of the résumé or on a separate sheet behind a cover letter. Listing three references is typical; the number is sometimes specified in submission guidelines. List only references that know you well, can speak to your strengths as an artist and the quality of your artwork, and have agreed to serve as a reference for you. List the name, title, and institution (if applicable), address, phone (office or referee's preferred phone number), and the email address of each reference.

Jane Doe, Chair and Professor of Art, Department of Art, XXX College, City, ST ZIP

Phone: 555.555.1212 Email: jane.doe@xxx.edu

John Doe, Director, Printworks Gallery, 311 W. Superior St., Suite 105, Chicago, IL 60654

Phone: 312.555.1212 Email: johndoe@printworks.com