

BUILDING YOUR RESUME

STEP 1

Fill in the blanks, and omit or make additional headings, depending on the purpose of your resume.

(Heading)

Name _____

Address, Phone Number and Email _____

Personal Website (Make sure it is updated and working) _____

Education (do not include High School unless significant/relevant)

 Institution, City, State Anticipated Date (year) of graduation

 Degree (ex. Bachelor of Fine Arts) Major/Concentration ex: "B.F.A. candidate" if currently enrolled

 Institution, City, State Dates Attended

 Course of study (if degree not received) such as "Liberal Arts Courses"
 or description of program such as "Semester Abroad"

Professional Experience

(Internships and volunteer work may be included here, or under other headings. "Professional Experience" does not have to be paid experience. If listing them here, replace job title with "volunteer" or "intern")

 Company/Organization, City, State Dates Employed

(if applicable, also indicate the department within the organization, for example:
Maryland Institute College of Art, Ceramics Department, Fall 2005
Studio Assistant, Work-Study
 Description...)

 Job Title

 (Description of Duties/Responsibilities, Point-By-Point, Starting With An Action Verb In Appropriate Tense)

 Company/Organization, City, State Dates Employed

 Job Title

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Relevant Activities/Experience

(List Curating, Performance, Student Activities/Clubs including your role in them, projects, etc.)

Name of Project/Organization, City, State Date

Description of Project

Name of Project/Organization, City, State Date

Description of Project

Skills

Computer: _____
 (list software, platforms, all that you are familiar with or proficient in...)

Fine Art (or "Studio"): _____
 (Be specific. The reader knows you have a BFA from or are enrolled at MICA, so avoid general terms like "painting")

Awards/Achievements (Include Scholarships, Grants, Awards, Prizes, etc.)

Name of Award or Scholarship Date Received (usually year only)
 (do not include dollar amounts)

Name of Award/Achievement Date Received

Exhibitions (Optional, use only if applicable. Exhibitions may be separated by type or listed together.)

Solo

"Title of Show", Name of Gallery or Space, City, State, Year (only)

Group

"Title of Show", Name of Gallery or Space, City, State, Year (only)

Publications (Optional, use only if applicable.)

Name of Publication, City, State, Item Published, Date & Year (If magazine or newspaper, just year with others)

Collections (Optional, use only if applicable.)

Name of Organization/Company, City, State
 If numerous individuals have purchased or commissioned your work, you may refer to them collectively as "private collections in..." and state the place(s) such as Maryland, New York, etc.

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Other Headers/Categories to think about:

Leadership Activities
Personal Interests
Professional Memberships
Internships
Community Service
Travel
Languages
Volunteer Work

References:

- Do not include names and contact information of your references on your resume
- Provide them to the employer only upon request
- This is usually discussed at the interview, and/or requested along with your resume as a separate document

STEP 2

Transfer the information onto a computer - we do not recommend using templates.

STEP 3

Create a resume layout. (The Career Development Center has samples of resumes)

Follow these Basic rules:

- Resumes are usually one or two full pages.
- Organize content with consistent tenses.
- Remember your “audience” when formatting your content and layout.
- Emphasize by underlining, capitalizing, bolding, and using bullets - but don’t overdo it!
- Put the section that will highlight your biggest accomplishment first.
- Be specific in your information and include numbers and dates whenever possible.
- Use action verbs to describe your experiences...have a variety and find synonyms.
- AVOID BEING NARRATIVE, do not use the pronoun “I”.
- Proofread and have your materials edited several times to eliminate all errors.
- When applying for several positions, tailor resume to be relevant and useful for each particular experience.
- Make sure your resume will format properly when sent electronically.
- Coordinate the format and paper for your resume, cover letter, and envelope, and use a high quality or laser printer.
- Make a copy of your resume to ensure it is readable after photocopying.

STEP 4

Specializing your resume.

You may also hear the “resume” referred to as: Résumé, Biography, Bio, Curriculum Vita, Vita. These are all different names for fundamentally the same thing:

- A standardized statement of who you are, in writing, on paper
- A summary of your abilities and accomplishments... an outline of your education, experience, skills, personal attributes, and other background
- A demonstration of your qualifications for the type of position and employment you are seeking
- A definition of what makes you unique

Step 5

Bring your resume into Career Development for revision.

Remember: The resume doesn’t get you a job – it gets you an interview. keep it short, interesting, and honest!

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Joseph Meyerhoff Center for Career Development
1601 W. Mount Royal Avenue
Baltimore, MD 21217

Phone: 410-225-2420
Fax: 410-225-2528
E-mail: careerdevelopment@mica.edu
Web: MICAnetwork.com

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TYPES OF RESUMES

- Make each resume fit its function and purpose.
- Create and update more than one of the following resume types, for use when applying for different types of jobs, grants, gallery packages and other opportunities.
- Highlight exhibitions history in artist's resume. Highlight jobs and skills in job search resume.

Artist Resume: for galleries and competitions

Length: 1-2 pages, depending on stage of career and content

Includes: Education, Exhibitions (Solo, Group), Curatorial, Awards, Performances, Reviews, Publications, Collections, Affiliations, Memberships, Independent/Volunteer Activities, Art related jobs but without long descriptions. Similar to a teaching C.V. but shorter. Similar to a job search resume but not as descriptive.

Biography

Length: 1-2 paragraphs, 1 page or shorter

Includes: A narrative version of your resume (artists or job type), written in 3rd person

Freelance Resume

Length: 1 page (recommended)

Includes: Education, Experience, Freelance Jobs, Clients, Awards, Skills

Professional Resume (Job or Internship Search)

Length: 1-2 pages

Includes: Professional Experience with job descriptions/duties, Education, Related Experience, Awards, Skills, etc. This will be geared to the type of position for which you are applying; for example: Arts Administration, Design, or Interior Architecture. It can be ordered chronologically, or in categories beginning with work most closely related to the kind of job you are looking for. This is designed to highlight skills and work experience, so it is more descriptive than an artist's resume for galleries.

Teaching C.V. (that Latin name for resume, Curriculum Vitae, is used most often in academic contexts)

Length: Usually longer than a resume, short versions 2-3 pages, long versions for advanced professionals may be 4 or more pages

Includes: Education, Teaching Experience, Related Experience, Awards, Exhibitions, Reviews, Independent/Volunteer Projects, Skills, Publications.

Often is accompanied by a separate document, the "teaching philosophy"

Electronic resumes

- Any of the above resumes may be transferred into electronic form, for use in applying for jobs on-line.
- Keep in mind that electronic resumes may lose their original layout design and font style when transmitted on-line.
- We recommend you save and send your attachment as a pdf file document, unless otherwise specified.
- Always follow the instructions specified by the recipient.

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ACTION WORDS

Use these action words to put power into your language when you write your resume.

Accelerated	Distributed	Mediated	Revised
Actively	Dramatized	Monitored	Scheduled
Adapted	Edited	Motivated	Selected
Administered	Effected	Negotiated	Served
Advised	Eliminated	Obtained	Set-Up
Analyzed	Entertained	Operated	Sketched
Appointed	Established	Ordered	Sold
Appraised	Estimated	Organized	Solved
Arranged	Evaluated	Originated	Spoke
Assembled	Examined	Participated	Streamlined
Assisted	Exhibited	Performed	Structured
Audited	Expanded	Persuaded	Studied
Budgeted	Expedited	Pinpointed	Supervised
Built	Formulated	Planned	Supported
Calculated	Found	Predicted	Talked
Chosen	Founded	Prepared	Tarined
Circulated	Generated	Presented	Taught
Classified	Identified	Printed	Translated
Coached	Imagined	Produced	Used
Collected	Implemented	Proficient	Wrote
Compiled	Improved	Programmed	
Completed	Increased	Promoted	
Concieved	Influenced	Protected	
Conducted	Initiated	Proved	
Conserved	Inspected	Questioned	
Constructed	Installed	Read	
Controlled	Instructed	Recommended	
Coordinated	Interpreted	Recorded	
Corresponded	Interviewed	Recruited	
Counseled	Invented	Reduced	
Created	Investigated	Referred	
Decided	Launched	Rehabilitated	
Delegated	Lead	Reinforced	
Delivered	Lectured	Remembered	
Demonstrated	Listened	Rendered	
Designed	Located	Repaired	
Developed	Maintained	Represented	
Devised	Managed	Researched	
Directed	Marketed	Restored	
Displayed	Measured	Reviewed	