

## Resume Writing for Artists

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Although your talent and personality are the most important factors in determining your career success, the manner in which you present yourself and your experiences can enhance or detract from your professional image. An artist resume is an absolute necessity for every professional artist just as an employment resume outlines work history, experience, and skills an artist resume details your accomplishments, endeavors, knowledge and abilities as an artist.

Artist resumes come in all shapes, forms, colors and sizes. However, there are many common standards that all professional resumes should follow. Remember, an artist resume may be different from an artistic resume. Your artist resume should present you and your accomplishments in a professional manner.

In an article written for [Artist Trust](http://www.artisttrust.org) (<http://www.artisttrust.org>), Susan Myers gives the following advice:

- Keep your resume one - four pages in length.
- Avoid making it complicated brief and simple works best.
- Your resume should be easy to read with the font size no smaller than 10 pt.
- Use a typeface that is easy to read and standard (Arial, Times Roman, Helvetica).
- Your resume must be flawless: proofread it attentively.
- Ask a friend or colleague to read over your resume to check for errors.
- Create a plain version (electronic) for sending through email.
- Keep your resume current, replacing outdated or irrelevant information.
- Consider the organization of your resume carefully and choose categories/headings that represent your art activity clearly.
- Within each category, list and describe each activity beginning with the most recent first.

### ► Artist resumes should contain some standard information:

**Name and Contact Information** - Your name should be somewhere at the top of the page and should be larger than the rest of the information presented in the resume. Other information included here is your mailing address, home and studio phone numbers, tax number, email address, and website address if appropriate.

**Education** - List all the academic degrees earned, noting honors. List relevant workshops or classes attended and notable artists /teachers you have studied with.

**Honors and Awards/Grants** - List honors and awards including recognitions of merit, prizes won in competitions, grants, fellowships, scholarships and other special recognitions. You may also want to include artist-in residences or special workshops attended.

**Professional Affiliations** - List the professional organizations, national, regional, and local, to which you belong. If you held a position within the organization or served as a volunteer, note this as well.

**Related Experience/Related Work Experience/Professional Experience** - This category is worded differently on various resumes. Many artists include on their resume experience they feel is relevant to their professional art making career such as teaching art, jobs held in their field, technical experience related to their artistic discipline, or lectures, workshops and presentations given as an artist Also include other relevant experience

such as special projects free-lance work, volunteer positions or internships. Also include employer, period of employment, job performed, additional duties and special accomplishments or awards in that job.

**Other Skills/Hobbies/Interests** - This includes knowledge of software or special equipment, languages, or other special knowledge that might help make you look more attractive to prospective employers (hobbies or personal interests such as mountain climbing, fine art, travel, etc. Consider first, how this information adds value to your qualifications. If it does not, eliminate it.

▶ **Visual artist categories can include:**

**Exhibitions** - List the title of the exhibition, the exhibition space, and the city and state where the exhibition was presented. If your exhibition experience is extensive you may want to divide your exhibitions into separate categories of exhibitions - solo shows, group shows, juried exhibitions, invitational exhibitions, touring exhibitions or museum shows.

**Collections** - This category can be divided into private collections, corporate collections, permanent public collections, etc... It is considered proper etiquette to ask permission to list a private purchaser/owner of your work if you intend to list them on your resume.

**Other categories** - Visual artists may also include categories such as: commissions, residencies and installations on their resumes.

▶ **Media artists can include:**

**Films/Videos/Shorts /Digital Media /TV** – May include information about completed and in-production works. Some media artists divide their experience according to their artistic role in the work as an actor, director, writer, etc. Other media artists categorize their experience by the different types of work they do - video, TV, feature film, short, etc. In all cases, list the title of the piece, your role in the work other collaborators if appropriate, screening location and any other relevant information.

**Screenings/Festivals** - If your work has appeared at screening locations or has been included in festivals, list that information. Also note any awards or special recognition your work received at a particular festival, if you have not already included these achievements in the honors and awards category.

▶ **Optional:**

**Samples** - When sending a resume in the hope of getting an interview it is often a good idea to send non-returnable samples of your work. This will give an even clearer idea of your skill level and make your resume stand out from the crowd. Do not send discards. Send only items that look very professional and represent your talent.

**Brochure** - One way to ensure that your samples and your resume both look top-notch is to combine them in your own promotional piece. You can create a brochure for yourself that will act as a resume while also showing your skills. This way you can include illustration, small photos of completed projects and demonstrate your creative/artistic skills. If you do this, put your heart into it. Treat yourself as well as you would any other client. The effort will make an obvious difference in quality.

## Sample Artist Resume

**Arlinda Artista**  
123 Creative Lane  
Original, VA 33333  
aartista@email.com

Work: ###-###-####  
Home: ###-###-####  
Cell: ###-###-####  
<http://aartista.webste.com>

### OBJECTIVE

An exhibition coordinator position in an art gallery or museum that requires excellent visual design skills and keen ability to analyze and organize information.

### EDUCATION

**BA., Art & Visual Technology**, Minor in **Art History** May 2009  
George Mason University Fairfax, VA  
Summer Abroad Florence Italy **Art Studio** (6 credits 2008)

### ACTIVITIES/HONORS

- Vice President Anime Club (GMU) 2006 – present
- Coordinator Student Exhibitions - Virginia Fine Arts Festival, 2007
- Who's Who Among Students in Colleges & Universities 2007

### EXHIBITIONS

- Student Juried Art Exhibit (GMU: Second Place Watercolors 2008)
- The Scholastic Art & Writing Awards of 2007 National Exhibition Corcoran Gallery
- International Art Exhibition. Washington, DC. Third Place Watercolors, 2006

### COMMISSIONS

- Commissioned to create mural (floral scenes) at cafe Wegman's Market, Fairfax, VA, 2005
- Member of artist team commissioned to create mural (campus scenes) in Student Union Building I, GMU, 2006-2007

### EXPERIENCE

**Total Crafts**, Burke, VA, 2006 - present

**Assistant Manager**, Floral Department, 2007- present

Design floral arrangements for customers: decorate the department designing displays and themes for holidays and seasons. Provide design instruction to employees. Oversee staff of 10 part-time employees; recruit, hire, promote and terminate employees. Maintain department inventory; complete and submit purchase requisitions.

**Customer Service Assistant**, Floral Department, 2006-2007

Advised customers on floral selections suggesting colors and textures. Helped design and create floral arrangements. Received Employee of the Month eight out of eleven months and was promoted to Assistant Manager.

**Fairfax Art Society Museum**, Fairfax, VA

**Volunteer Docent**, 2003 - present

Escort visitors through the museum and explain the origins of the artwork. Conduct research on holdings. (Two days per month)

### ADDITIONAL SKILLS

Fluent in Italian. Proficient in all Microsoft Office applications. Experienced in watercolor, oils, pencil sketching, photography and graphics/web applications including: Adobe Photoshop, Illustrator, Dreamweaver and Quark Express.