

# Professionalism I | Artist CV/Resumé

**DUE:** Wednesday, September 16 (submit to Google Classroom by midnight)

**WHAT'S DUE:** Artist CV/Resumé

**OJECTIVE:** Follow the structure and guidelines below to create an Artist CV/Resumé. Be sure to reference examples shown in class. Make sure all information is accurate and reflects your strengths as an artist and your work experience. You can use a template for the layout or build one on your own, but keep it simple, easy to read, and professional.

Structure -- list the following qualifications in this order:

Name and Contact Information

Personal Summary (optional, no more than a sentence or two.)

Educational Information

Work Experience

Exhibition History (no more than five years)

Awards and Recognition

Professional Opportunities (lectures, panels, residencies, workshops...etc.)

Professional Affiliations (clubs, boards, memberships...etc.)

Professional References

Guidelines:

Make sure to list the best way to contact you in your contact information. You may want to create a professional email address that includes your name rather than any nicknames or other indecipherable/unidentifiable names.

When writing personal summary, be sure to be concise in your information, it should be a snapshot in sentence form of who you are.

When listing educational information, be sure to include the name of the school, the degree you are seeking or received, your concentration and year of graduation or proposed year of graduation.

When listing work experience, be sure to list company, your title, and the duration of time for which you worked in that position. You can also list skills obtained under each job entry.

Be sure to include the name of the exhibition, name and location of the gallery/exhibition space, geographical information, and month(s)/year in which the exhibition was shown. Italicize titles of exhibitions.

Be sure to include the name of the award, year it is awarded, name of awarding institution, and geographical information if pertinent.

In professional opportunities, list the name of any institution, gallery or space where you participated along with the geographical information, and month/year in which you participated.

List the name of the affiliation, your affiliation to that group, and the years you have been active in each group.

Be sure to include reference's name, institution or business, title, and contact info (at least phone number and email).

Organization	0	1	2	3	4	5
Professional Voice/Continuity	0	1	2	3	4	5
Descriptive Language	0	1	2	3	4	5
Grammar & Punctuation	0	1	2	3	4	5
Due Effort	0	1	2	3	4	5

**Grade:**

**Notes:**