



# RÉSUMÉ GUIDE

The purpose of a resume is to highlight your qualifications for a specific opportunity. Review these guidelines to create a resume that aligns with your career goals.

There is a difference between a curriculum vitae and an artist resume. The curriculum vitae is a record of all of your professional activities and is intended for use in academic situations. Depending on the information requested, a CV can be required when submitting to exhibitions, grant applications, teaching jobs, graduate school and residency applications, as well as competitions. The artist resume is a shorter document that is used when applying for jobs, searching for exhibition opportunities and certain grant applications.

See The College of Art Association website for an outline on how to format a CV with examples:  
<http://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv>

## Resume Writing Hot Tips:

### Be Targeted

- Focus every resume to the job title being applied for. It's much more effective to create a different resume for each job title (i.e., one resume for Designer, another for Teacher) and incorporate only the information pertinent to doing that job.

### Visually Appealing

- A cramped, cramped resume often goes unread. The formatting of a resume must be kept readable, sharp and professional. Make sure sentences are concise and that there is adequate white space between points. Use fonts that are easy to read. Use bullets to emphasize important points.

### Don't Over Design

- The purpose of your resume is to showcase the content before the design. Design your resume for easy reading.

### Be Complete

- Spell out names of schools, cities, abbreviations and titles completely, since employers may not recognize abbreviations or acronyms.

### Be Clear

- No vague generalities. Say exactly what you mean, using the smallest number of words to make the point.

### The Hot Zone

- The top third of your resume is called the "Hot Zone". This is the area that is read first by potential employers. Therefore, you want to put your most important skills, experiences and credentials in this section. If you have relevant internship or work experiences related to your career goals, then put this information in your hot zone. On the other hand, if you are entering a field with little or poor experience or are a recent graduate, you may want to emphasize your educational credentials by placing this information in the hot zone.

### Use Action Verbs

- Start each sentence with a descriptive action verb such as established, managed, organized. They add power to your sentences. And, never use "I" on the resume, only short impact sentences. Example: Designed the company's new marketing flyer.

### Easy Reading - Brief and Concise

- Complete sentences are not necessary in resume writing: it is better to use simple descriptive statements to make a point. Do not use tiny or script fonts. Select type for readability and good faxing.



# Office of Partnerships

Career Development Services

partnerships@collegeforcreativestudies.edu

## Be Accurate

- State your skills, qualifications, and experiences as positively as possible without exaggerating or misstating the truth. If your job responsibilities are not adequately described by your job title, indicate your abilities with appropriate terms (i.e., Events Coordinator, instead of Staff Coordinator). List job titles, employers and dates/years of employment.

## Reverse Chronological Resumes

- Keep your resume current! List your most recent skills and experiences first and then work backwards. This is a “standard”, but may vary based on personal experience. For example: Currently, you are waiting tables, but last summer you interned at a design firm or gallery. Put the most relevant experience first.

## Personal Information

- The only personal information that should be found in your resume should be your name, telephone number, email address and website (if applicable). Information such as height, weight, marital status, number of children and birth date, picture should not be included on your resume.

## Proofread EVERYTHING!

- Make sure all correspondence is proofread before sending- emails, cover letters, resumes. The resume you send out must be flawless! This means no mistakes or typos. Typos are HR manager’s chief complaint and they insist they won’t hire offenders. Spelling, punctuation and grammatical errors can take you out of the running for a job. Proofread, proofread, and proofread again!

## Don’t Advertise Negative Information

- The resume is the wrong place to advertise that you were laid off, fired or had an extended illness. Never state why you left a position; simply list the dates of employment.

## No Salary Discussion

- Do not include salary information on your resume. This should be discussed in the interview.

## No References

- Employers know you’ll provide references if they request them, therefore, it is not necessary to put “references upon request” at the end of your resume. References should be listed on a separate document entitled “References” with your name and contact information and the names and contact information for at least three professional references. This document is to be submitted only upon request. Make sure to inform all references prior to listing them.

## Final Test

- Does your resume get results? Does your resume clearly and quickly communicate to employers that you can do the job? Do your strengths come across? Does everything support the job you are targeting? Should anything be removed? Are employers calling? If not, rework, make an appointment with Career Development for some help.



**Resume Categories**

You may not have content for all of the following categories. Select categories that highlight your skills for the specific job you are applying for.

**Heading:**

The heading category is your identifying information. This section includes your name, email address, telephone number and website. This can be designed in many different ways:

Example 1:  
 Jane Adams  
 313 664-7878  
 Jadams@gmail.com  
 www.jadamsdesign.com

Example 2:  
**JANE ADAMS**  


---

 313 664-7878 Jadams@gmail.com

**Don't forget:**

- You put your phone number on your resume and make sure your voicemail is courteous and professional.
- Make sure you have a professional email address. PartyGirl3@hotmail.com is not what employers want to see.

**Education**

Outline your educational experiences in reverse chronological order. For each educational institute include:

- Name of the school
- Location (city/state),
- Your major
- Graduation date
- Type of degree, certificate or diploma received

Example Alumni:  
 College for Creative Studies, Detroit, MI  
 BFA in Interior Design, 2007

Example Student:  
 College for Creative Studies, Detroit, MI  
 Pursuing BFA in Interior Design  
 Anticipated graduation date 2007

**Note:**

- If you attended several colleges or schools, maintain the same sequence of information for each school.
- If you attended a community college and the classes transferred to CCS, do not list community college.
- If you studied a major outside of art/design then list the community college.
- Once you are in college, you do not need to include your high school education.
- Some people include their college Grade Point Average (GPA) on their resume. Only include your GPA if it is 3.2 or higher. You may include either your total GPA or your major GPA.
- If you want to be more specific about what you focused on within your major, you may want to include the line: "Areas of Specialization: \_\_\_\_\_" underneath your anticipated graduation date (student) or degree information (alumni).

Example:  
 College for Creative Studies, Detroit, MI  
 Pursuing BFA in Entertainment Arts  
 Anticipated graduation date: 2013  
 Areas of Specialization: Traditional and Experimental Character Animation



# Office of Partnerships

Career Development Services

partnerships@collegeforcreativestudies.edu

## Experience

List your most relevant experience first. Each experience should include the Position Title, Name of Employer, Location (City and State), Dates of Employment (Month and Year) and a Description (short action statements describing your accomplishments). Sponsored studios, full-time, part-time, freelance, volunteer and other types of professional experience can be included in this category. Sponsored studios and collaborations with other departments are attractive to employers. Studios that charge you with solving problems or work as a team showcase your ability to address challenges and resolve them in innovative ways.

### Example:

Design Intern, Advertise Media, Detroit, MI

- Assisted in researching and developing campaigns for Chrysler.
- Increased productivity by developing system of organization for client files.
- Created graphics and page layout for 17 ad campaigns including Nike.

*Summer 2015*

If you worked in a position unrelated to your career goal with no outstanding accomplishments, just list the position and title. No descriptions are needed.

- Hostess, Applebee's, Troy, MI

*Summer 2013-2015*

### Remember:

- Use verbs and adjectives to begin your descriptions (present tense for current jobs, past tense for past jobs).
- Be specific: name clients, use numbers, etc. Qualify and quantify your accomplishments whenever possible.
- Demonstrate results (increased sales by 10%, increased attendance by 20%). Describe the company, details or projects, reporting relationships and what you did.
- Explain what makes your experience unique. Don't list your job description.
- Maintain the same order of information for each position.
- For positions held during successive summer vacations, list them as: Summers 2012-2016

## Skills

The skills section can include software knowledge, art-related talents and language fluency. This category can be named Special Skills, Computer Skills or Artistic Skills to help draw attention to your unique abilities and talents. These titles can also be subsets of the Skills category. You do not need sentences or explanations in this section.

### Example 1:

#### **Software Skills:**

Adobe Photoshop  
Model Making  
Adobe Illustrator  
Solidworks  
Final Cut Pro  
Painting

#### **Studio Skills:**

Foundry and Metal Shop  
Wheel Throwing and Slip Casting

### Example 2:

#### **Software 3D Applications**

Autodesk Maya  
3D Studio Max  
Zbrush

#### **2D and Audio**

Adobe After Effects  
Sound Forge  
Proficient in Adobe Flash for frame by frame, tweening and basic actionscripting



## Office of Partnerships

Career Development Services

partnerships@collegeforcreativestudies.edu

### Affiliations

If you are involved in a professional organization, even as a student member, include a list of the organization in this section. Include your role or office title (Treasurer, Secretary or Program Chair) if appropriate.

### Exhibitions

Information for each exhibition should include the Show Title, Gallery Name (organization name), Location (City/State) and Dates. The format for each experience should be consistent and listed in reverse chronological order. You can also indicate if a show was curated and/or juried. Exhibitions listings within this category could be arranged by group shows, solo showings, juried exhibits or invitational exhibitions.

Example:

#### Group Shows:

2016

*That DAM box Show*, Detroit Artist Market, Detroit, MI (Curated by: first and last name)

2015

*Funk Art and Beyond*, CAID, Detroit, MI (Invitational)

2016

*All by Myself*, U245 Gallery, Detroit, MI (Solo)

### Credits or Filmography

List specific film credits including any professional, student, or independent projects with which you've been involved. Include the following when possible:

- Project title and year produced
- Project length, type, and/or format (e.g., 35mm feature film, half-hour documentary, TV pilot, animated short, etc.)
- Location where produced (city and state)
- Your role/roles in the production (writer, director, editor, producer, camera operator, boom mic operator, production assistant, etc.)
- Director (if not you) and Production Company (if applicable)
- Any film festival screenings or awards

Example:

**1, 2, 3 - Meow!** (5 minutes; 2015; editor, director, producer, writer) Detroit, MI  
Screenings at 15 film festivals in USA, Japan, Canada  
Silver Award for Animation (New York Exposition of Short Film and Video)  
2nd Place in Experimental (Spindletop Film Festival)  
Honorable Mention (Columbus International Film and Video Festival)

### Personal Clientele or Collectors

This section can be divided into corporate collections, private collections and permanent public collections. Seek permissions before mentioning the name of the private owner of your work in the resume.

### Curation

If you have organized and installed exhibitions, usually of other people's work, consider including a Curator Section. Include the Name of the Gallery or Museum, Location (City/State), your Title, the Dates of the Experience and a brief description outlining your achievements.



## Office of Partnerships

Career Development Services

partnerships@collegeforcreativestudies.edu

### Awards/Honors

List can include awards, dean's list recipients, and scholarships, among other honors. You may also want to note why you received a scholarship or award.

Example:

2017 **Professional Graduate Scholarship**, College for Creative Studies, Awarded based on academic merit

### Bibliography

The bibliography is a record of materials about you. Articles, reviews, catalogues, radio and television interviews, etc., are placed under this heading. The Art Bulletin Style Guide may be useful in listing entries under this heading.

Example:

Diane Terrel, "New Work in Central New York," Sculpture 17, no. 1 (January 2017)

### Publications

Use this section to highlight publication achievements (works you have written and have had published).

### Workshops

This section should list professional workshops you have participated in. Briefly state the details of the experience.

### Artist Talks/Lectures

List any artist talks, lectures or technical demonstrations given at a gallery, conference or another institution.

### Artist Residencies

Artists' residencies (also called communities, colonies, retreats, workspaces, and studio collectives) can provide artists the time and space to create their work. If you are selected and participate in an artist residency, this should be listed on your resume or CV.

### Activities and Interests

Briefly list your extracurricular activities and personal interests. This is a chance for an employer to get to know your personality outside of your qualifications for the job.

Example:

Snowboarding, stamp collecting and Hitchcock films.

Remember, writing and editing your resume will take time and effort. It may take several drafts and rewrites to generate a resume that promotes your unique talents, skills and experiences. Career Development is here to help! Bring in a draft of your resume for extra tips and suggestions.