



Office of Partnerships
Career Development Services
partnerships@collegeforcreativestudies.edu

RESUME WORKSHEET

Directions:

Once you have completed this worksheet you will have enough information regarding your education, experiences and abilities to compile a resume and or a CV. This worksheet is intended to serve as a rough draft of your resume or CV.

Complete the following worksheet by filling in the information in each section. Leave a section blank if it does not pertain to your experiences or skills.

Reflections:

Once you have completed this worksheet ask yourself the following questions:

- How does your resume, CV sound?
- Does it accurately represent your experiences?
- What parts of your background are not reflected? Is there something that needs to be added?
- What part of your achievements could be removed from the resume or stated more concisely?
- How does the layout and information look?

First Name	Middle Initial/Name	Last Name	
Street	Address	City State	Zip Code

Permanent Address

(Area Code) Telephone	E-mail Address
-----------------------	----------------

Objective

Education

College	City	State
---------	------	-------

Degree (or degree expected)

Major (Expected)	Date of Graduation
------------------	--------------------

Class Projects, Coursework, Sponsored Studios, Camps, Call for Entries:

Professional Experience / Internships

Company/Organization/Studio	City	State
-----------------------------	------	-------

Job Title	Dates of Employment
-----------	---------------------

Brief job description highlighting skills, accomplishments, results:

Company/Organization/Studio	City	State
Job Title	Dates of Employment	

Brief job description highlighting skills, accomplishments, results:

Company/Organization/Studio	City	State
Job Title	Dates of Employment	

Brief job description highlighting skills, accomplishments, results:

Freelance

Client	Place	Date
--------	-------	------

Job Title	Dates of Employment
-----------	---------------------

Description of job, your accomplishments:

Client	Place	Date
--------	-------	------

Job Title	Dates of Employment
-----------	---------------------

Description of job, your accomplishments:

Apprenticeships (Experience Working Under a Specific Artist or Designer)

Name of Artist, Name of Studio/Gallery/Organization	City	State
---	------	-------

Description of job, your accomplishments, experience

Name of Artist, Name of Studio/Gallery/Organization	City	State
Description of job, your accomplishments, experience		

Name of Artist, Name of Studio/Gallery/Organization	City	State
Description of job, your accomplishments, experience		

Special Skills (This could be computer skills, languages, art related abilities, special talents)

Affiliations (Including memberships in professional or student organizations)

Curatorial (Exhibitions you have organized, usually of other people's work)

Gallery	City	State
---------	------	-------

Title	Date
-------	------

Description

Exhibitions

Title of Show	Dates
---------------	-------

Gallery/Shop/Museum	City	State
---------------------	------	-------

Description (Juried/Curated/Invitational/Group/Solo/Two-person)

Title of Show	Dates
---------------	-------

Gallery/Shop/Museum	City	State
---------------------	------	-------

Description (Juried/Curated/Invitational/Group/Solo/Two-person)

Awards

Title of grant, award, prize, scholarship	Date
Title of grant, award, prize, scholarship	Date
Title of grant, award, prize, scholarship	Date

Teaching

Title	Date	
Institution or Organization	City	Date

Include course title. Describe your activities, accomplishments.

CCS Studio Experiences

Name of Studio	Date
----------------	------

Include course title. Describe your activities, accomplishments.

Name of Studio	Date
----------------	------

Include course title. Describe your activities, accomplishments.

References

The references section should be included on a separate sheet from your resume. Include at least three (3) references. Professional references should be knowledgeable about your skills, experiences and abilities. References could include supervisors from past professional work experiences or internships, instructors from your education, or other professionals from your field. **Make sure to contact your professional references prior to listing them on your reference sheet. If you provide their email address, make sure they know that you are providing it and to check it frequently.** After obtaining their permission to act as a contact, include the following information:

Reference Name	Reference Title
----------------	-----------------

Name of Org	Phone	Email
-------------	-------	-------

Street	Address City	State	Zip Code
--------	--------------	-------	----------

Reference Name	Reference Title
----------------	-----------------

Name of Org	Phone	Email
-------------	-------	-------

Street	Address City	State	Zip Code
--------	--------------	-------	----------

Reference Name	Reference Title
----------------	-----------------

Name of Org	Phone	Email
-------------	-------	-------

Street	Address City	State	Zip Code
--------	--------------	-------	----------