

RESUMES/CVs

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Work Integrated Learning**

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building your resume

TOOLS AND TIPS FOR CREATING THE BEST RESUME

what is a resume?

- A summary of your abilities and accomplishments
- An outline of your education, experience, skills, personal attributes and other background information
- A demonstration of your qualifications for the type of position and employment you are seeking
- Your opportunity to stand out from other applicants - remember, the resume gets you the interview, the interview gets you the job!
- A standard statement of who you are in writing

Resumes can also be called an Artist Resume or Curriculum Vitae (CV). They are each used in different circumstances, which we'll outline below.

types of resumes

It is important to always have one master resume for your personal files that is a record of all of your current and past experiences and accomplishments. This master resume should never be used for any official position, but kept more as a record for yourself.

The key to developing an outstanding resume is to tailor it to suit the specific position or opportunity for which you are applying. Choose carefully among the experiences you have, including those that match the qualifications listed and leaving out experiences that are unrelated.

PROFESSIONAL RESUME (EMPLOYMENT AND INTERNSHIP SEARCH)

Length: 1-2 pages, recommended 1 page if still in school

Format: Start at the top with your name and contact information in a larger type face. Choose fonts and sizing wisely, as this will become your brand that carries from your resume to your cover letter and artist statement. Stick to fonts that are clean, and not distracting or hard to read.

Includes: Name and Contact Information, Education, Professional Experience with job description and duties, Skills, Exhibitions (optional), Awards, Honors, etc. Each section below your name should be **listed in reverse chronological order**, with the most recent experience first. The professional resume is designed to highlight skills and work experience, so it is more descriptive than an artist resume for galleries.

ARTIST RESUME (FOR GALLERIES AND COMPETITIONS)

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

Format: Follows the format of the Professional Resume, but not as descriptive

Includes: Name and Contact Information, Education, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by Artist, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Exhibitions Curated, Affiliations, Memberships, Independent/Volunteer Activities, Experience (only art related with minimal descriptions). Similar to Teaching CV, but shorter. (see Teaching CV below)

ARTIST BIOGRAPHY

Length: 1-2 paragraphs

Format: Written in third person

Includes: A narrative version of your resume (artist or job type)

TEACHING CV

The 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 **Format:** Follows the format of the Professional Resume, but not as descriptive.

Includes: Name and Contact Information, Education, Teaching Experience, Related Experience, Skills, Exhibitions (Solo, Group), Performances, Bibliography (Articles or Reviews about you), Publications/Reviews by Artist, Collections, Awards, Commissions, Residencies, Fellowships, Grants, Competitions, Lectures, Exhibitions Curated, Affiliations, Memberships, Independent/Volunteer Projects.

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how to build your resume

1. Use the following worksheet to start building your resume. Omit/make additional headings depending on the resume's purpose.
2. Transfer the information from this worksheet to a computer. We do not recommend using templates.
3. Create a resume layout using these basic guidelines:
 - **Create a hierarchy and structure with your layout.**
Use bold or larger typefaces to distinguish headings and put those sections of the resume that are most critical for the employer to read at the top. Potential employers will likely spend an average of 10 seconds on your resume, so make sure any relevant skills or experience are easy to spot.
 - **Consider your audience when formatting your content and layout.**
For example, if you are applying for a skills based position, put your skills section near the top of the resume.
 - **Choose a style and format for listing employers, titles, dates and locations and stay consistent throughout the document.**
This helps the employer locate information quickly and simply. Use font size, capitals, bold, italics and bullets to categorize, but don't overdo it.
 - **Use action verbs to describe your experiences**
Avoid using the same verb twice. See the helpful list of action verbs later in this document as a good place to start.
 - **Organize your responsibilities under each position in order of importance.**
Use past tense for jobs which you are no longer working.
 - **Avoid writing your resume as a narrative.**
Bulleted lists work better than sentences.
 - **Be specific with your information and include numbers and dates whenever possible.**
You do not need to include months with years unless a position was held during one year for less than six months.
 - **Proofread and edit your materials several times to eliminate all errors.**
 - **Once your resume is perfected, save a copy as an Adobe PDF file to capture all fonts and retain formatting.**
When submitting a resume electronically or posting it on your website, always use the PDF version unless instructed otherwise. ALWAYS follow the employer's application instructions.
 - **When printing your resume, coordinate the paper to match the envelope used and be sure to use a high quality laser printer.**
 - **Use color sparingly in your resume, if at all.**
Make a black and white photocopy to ensure it is readable after copying. It is safe to assume your resume will likely always be viewed as a photocopy by an employer.
4. **ALWAYS** have someone proofread your resume before you send it out!
 - Bring your resume into Career + Professional Development Office for revision. We can give you advice and tips to improve your materials.

REFERENCES

Do not include names and contact information of your references on your resume. You only need to provide references if requested by the employer. If references are requested, they should accompany your resume as a separate document with your letterhead at the top. Choose references wisely, and always ask your references prior to listing them if they would mind serving as a reference. Always let them know what you are applying to, and when possible send them a copy of the job description.

REMEMBER: THE RESUME DOES NOT GET YOU THE JOB – IT GETS YOU THE INTERVIEW.

building your resume

TOOLS AND TIPS FOR CREATING THE BEST RESUME

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) _____

* Do not use an "unprofessional" email address. If possible it is best to include your name in the email address, ex. jdoe@ecuad.ca

EDUCATION

(do not include high school unless significant/relevant)

Emily Carr University of Art + Design, Vancouver BC Canada

Institution, City, Province _____ Anticipated Date (year) of graduation _____

Degree (ex. Bachelor of Fine Arts) Major/Concentration _____

"Bachelor of Fine Arts candidate" if currently enrolled

Institution, City, Province _____ Dates Attended _____

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

Example: *Studio Art Centers International (SACI), Florence, Italy*

2018

Studied fresco painting, art conservation, Italian society, history, and language

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, Province _____ Dates Employed _____

If applicable, also indicate the department within the organization, for example:

Example: *Emily Carr University of Art + Design Art, Ceramics Department*

Fall 2018

Studio Assistant, Work-Study

Job Title _____

Company/Organization, City, Province _____ Dates Employed _____

(Description of duties/responsibilities, point-by-point, starting with an action verb in appropriate tense)

Job Title _____

Company/Organization, City, Province _____ Dates Employed _____

(Description of Duties/responsibilities)

building your resume

TOOLS AND TIPS FOR CREATING THE BEST RESUME

RELEVANT ACTIVITIES/EXPERIENCE

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

Name of Project/Organization, City, Province	Date
--	------

Description of Project

Name of Project/Organization, City, Province	Date
--	------

Description of Project

SKILLS

Can also be listed after education

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 ECUAD, so avoid general terms like "painting."

AWARDS/ACHIEVEMENTS

Include Scholarships, Grants, Awards, Prizes, etc. Do not include dollar amounts.

Name of Award or Scholarship	Date Received (usually year only)
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Name of Award/Achievement	Date Received
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EXHIBITIONS

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

Solo

"Title of Show," Name of Gallery/Space, City, Province, Year (only)

Group

"Title of Show," Name of Gallery/Space, City, Province, Year (only)

PUBLICATIONS

Optional, use only if applicable.

Name of Publication, City, Province, Item Published, Date + Year (If magazine or newspaper, just year if other publications)
--

COLLECTIONS

Optional, use only if applicable.

Name of Organization/Company, City, Province
--

If numerous individuals have purchased or commissioned your work, you may refer to them collectively as "Private Collections in..." and state the place(s) for example, "...Vancouver, and BC."

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TOOLS AND TIPS FOR CREATING THE BEST RESUME

action words

USE THESE ACTION WORDS TO PUT POWER INTO YOUR LANGUAGE WHEN YOU WRITE YOUR RESUME.

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

JANE DOE

1234 West Broadway, Vancouver BC V2N 1B3
JDOE@ECUAD.CA 604 555 5555 JANEDOE.COM

creative maker / problem solver / innovative
interdisciplinary / strong communication and
interpersonal skills

EDUCATION

Emily Carr University of Art + Design

Vancouver BC, 2017 - present
BFA in Animation, May 2021

Portfolio Based Scholarships/Awards:
MS Excellence Scholarship, Trustee Scholarship,
Foundation Recognition Award

ILLUSTRATION / ANIMATION FOCUS

- Visual Development
- Background and Environment Art
- Character Animation and Design
- Concept and Storytelling

RELEVANT COURSEWORK

- Sequential Art
- Illustration I and II
- Character Design for Illustration
- Life Drawing
- Advanced 2D Animation
- Intro to 3D Animation

NOTABLE PROJECTS

Coming to Life | Class project 2018
Group project outlining the process of digitally
animating hand drawn illustrations

Angels | 3D Animated Short Film 2018
Collaborated with a small group of 2nd year students
on this class project - 2D storyboard, concept art,
backgrounds
3D: camera, lighting, animation, colouring,
compositing, sound

The Stars in Our Skys | Book 2016
Provided 2D illustrations for an independent
children's book

SKILLS

Computer

Mac OS. Windows, Adobe Suite, (Photoshop,
Dreamweaver, Flash, Premier Pro, After Effects),
Final Cut Pro, 3DS Studio, Wacom Tablet

Studio

Representational Drawing and Painting in acrylic,
watercolour, ink, graphite, charcoal.
Hand drawn 2D animation and production.
Experience in sculpture, installation, and stop motion
animation.

LEADERSHIP

Student Union Board, Member at Large 2018
Elected by peers in my area of study to represent
the student membership

Emily Carr Open House Student Panel 2017
Nominated to speak and represent the university
to over 400 prospective students and parents

YMCA Leadership Seminar 2016
Participated in leadership training and focused
workshops on community building and social action

ADDITIONAL EXPERIENCE

JJ Bean, Vancouver BC Jan 2018 - present
Barista

Worked as a part of a team to serve and accommodate
customers, operated register and prepared beverages

London Drugs April 2016 - Oct 2017
Stocking Assistant
Maintained stock levels on shelves,
merchandised item for visual appeal, assisted customers

JANE ECUAD

jane@janeecuad.com | (222)-222-2222 | www.janeecuad.com

STUDIO EXPERTISE	Digital photography	Canon and Nikon DSLR systems; advanced Adobe Photoshop CS6 and Lightroom 4 editing workflow; X-Rite i1 device color calibration; Epson Stylus Pro series fine art printing workflow
	Analog photography	Large format view camera, Mamiya 7II rangefinder, Hasselblad 500C/M SLR, various 35mm systems; C-41 hand processing, silver gelatin B&W processing and printing; chemical darkroom set-up
	Studio lighting	Novatron, Calumet, Smith Victor, Lowel light kits; multiple- and mixed-light setups with constant lights and off-camera strobes; metering techniques and color balancing procedures for analog and digital
	Design	Adobe Illustrator and InDesign CS6; Blurb.com and MagCloud.com advanced book and publication design
	Audio & video	Tascam field recording equipment, Pro Tools LE; Final Cut Pro X; Epson, Panasonic, Hitachi projectors
	Other skills	Mac OSX, Keynote, Microsoft Office 2011; woodshop equipment and procedures; frame assembly
EDUCATION	2012	BFA Photography Major, Emily Carr University of Art + Design, Vancouver, BC
PROFESSIONAL EXPERIENCE	2007-13	Freelance Photographer, Vancouver, BC and Toronto, ON Clients include: Public Art Program City of Vancouver, Emily Carr Comms Department; United Nations Commission on the Status of Women, Lambda Legal in New York
	2011	Student Monitor, Photo Department, ECUAD, Vancouver, BC Handled fine art print jobs for grad students on large format Epson printers; streamlined Lab's printing procedures and created step-by-step printing workflow instructions for students and faculty
	2007-10	Assistant to the Director, CITYarts, Inc, Toronto, ON Reported to Executive Director of historic public art 501(c)3 non-profit; managed three full-time employees; hired and supervised twenty interns annually; wrote corporate, private, and government grant proposals
	2007	Studio Intern, Jeff Harris Photography, New York, NY Set up and struck sets; assisted on commercial shoots for Marie Claire, Glamour, Travel + Leisure
	2006	Lighting on the Edge workshop, Maine Photographic Workshops, Rockport, ME Completed weeklong intensive class on advanced strobe and nighttime lighting techniques
SELECTED EXHIBITIONS	2013	<i>Smörgåsbord</i> , juried by Paddy Johnson, Gallery CA, City Arts, Toronto, ON <i>Printed Matter Art Book Fair</i> , Arts & Sciences Projects booth, The Geffen Contemporary at MOCA, Los Angeles, CA
	2012	<i>Ekphrasis</i> , Grad Show Exhibition, Libby Leshgold, ECUAD, Vancouver, BC <i>LUX Juried Invitational Benefit Exhibition</i> , Place de Arts, Vancouver, BC <i>Young Blood 2012</i> , , Place de Arts, Vancouver, BC <i>Good Light Photography Exhibition</i> , Current Space, Vancouver, BC <i>Voyeurism/Intimacy: The Public/Private Divide</i> , juried by Todd Hido, RayKo Photo Center, San Francisco, CA 2011 <i>Nowhere More Familiar</i> , solo exhibition, Centre A, Vancouver, BC <i>Studios</i> , curated by Shane Lavalette, hosted by Lay Flat and Light Work, Vancouver, BC <i>Student Show</i> , Libby Leshgold, ECUAD, Vancouver, BC
	2010	<i>Objects in the Mirror</i> , hosted by Helac & Wirth Art Advisory, Kitchen Habitat, New York, NY

ARTIST NAME

555-555-5555 | artist@email.com | www.artistwebsite.com | Address, Street, City, Province

Education:

School of the Art Institute of Chicago. MFA., Studio Art, 2010.

Emily Carr University of Art + Design. BFA, Painting, 2007.

Solo Exhibitions:

2015 - Super Gallery, "ARTIST NAME: Metal and Meter," Vancouver, Canada.

2013 - Son Gallery, "Night," Marrakesh, Morocco.

2012 - Praxis International Art, "Manifestaciones," Mexico City, Mexico.

2009 - Art Gallery of Ontario, "Voices," Toronto, Canada.

Selected Group Exhibitions:

2016 - Agora Gallery, "Collective Show," New York City, USA.

2015 - Serpentine Gallery, "Morning Series," London, UK.

2015 - Gallery 123, "Collective Show," Vancouver, Canada.

2014 - Galerie, "Exhibition," Paris, France.

2014 - Gallery 9, "Crime and Punishment," Prague, Czech Republic.

2013 - Galleria Raffaello, "Traveling Exhibition," Milan, Italy.

2013 - Brummen Gallery & Studio, "Collective Show," Amsterdam, Netherlands.

2012 - Gallery 20-23, "Collective Exhibition," New York City, USA.

2011 - Galerij EA, "Illustratieve Expositie Collectieve," Bruges, Belgium.

2011 - Calgary Art Gallery, "Rockfall," Calgary, Canada.

2011 - Access Gallery, "Above," Vancouver, Canada.

2010 - Lake Michigan Gallery, "Ice," Chicago, USA.

2008 - Museo d'Arte, "La Terra," Rome, Italy.

Public Collections:

"Transformation and Reformation." Public Art Museum. Cityville, USA. Donated 2015.

"Disorder" International Collection, National Art Foundation. Athens, Greece. Acquired 2013.

Publications and Media:

"Grand Dissection." The Spectrum. Volume 31, August 2014. Pages 9-13.

"The Passenger." Cultural Magazine, May 2008. Pages 16-19.

Honors and Awards:

International Prize, Contemporary Art Festival, Madrid, Spain. 2015.

Fine Art Award, Israeli Art Association, Tel Aviv, Israel. 2013.

World Culture Prize, Agency for Cultural Affairs, Kyoto, Japan. 2012.

Member of the Following Organizations:

Art Group International, Joined 2012.

Littletown Painting Circle, Founding Member, 2005.

Current Representation: Gallery Name, City, Province, Country. Website and/or phone number.