



Gershman Hall, Suite 312
Office: 215.717.6075
Fax: 215.717.6077
careerservices@uarts.edu

Elisa Seeherman, Director of Career Services
Julie Woodard, Internship & Career Advisor
www.uarts.edu/careerservices
www.uartscareers.com

Whether you are seeking a full-time, part-time, summer, internship or freelance position, you will most likely need to submit a resume to be considered for an interview. Writing a resume is fairly easy when you follow certain resume basics.

The following outline applies to resumes in general, with examples tailored to UArts students. For specific suggestions on resumes for professional positions in the fine arts, visual arts, media/communication arts and performing arts, please see page 2.

Your resume should be well designed and easy to read. Presentation is just as important as content. As creative students, you can add some artistic flair to your resume, but do not over-design. This can be done by turning your contact information into a heading that can be used at the top of all of your job search documents (creating your own letterhead). Consider creating a logo or including a small image of artwork, but do not overdo it. Avoid using resume templates, as they force you to fit into a pre-defined format and make it difficult to customize your resume to best reflect your unique background and experience.

PAPER & FONTS

Don't overdo it with your paper, fonts or graphics. Use fonts that are clear, crisp and easy to read (i.e. Times New Roman, Calibri or Arial) and avoid fancy fonts (exception: your name can be in a fancy font). Use **between 9 & 12 pt.** font size. For printed copies of your resume, **white or off-white stationery paper** works best.

Ideally, your resume will be one page in length. In some cases, a two page resume will be appropriate. If your resume does not fill the second page, we recommend you make your margins smaller (0.5 inches - top, bottom, left, right) as well as use a smaller font. Hopefully, it will then fit on one page.

PERSONAL DATA

This is **the most important information** on your resume. It tells the reader who you are and how to get in touch with you. Include your name, address, phone number (home and/or cell), e-mail address and website URL (if you have one). In order to keep your resume to one page, we recommend listing your name on the 1st line and then your street address, city, state & zip, phone & e-mail on the 2nd - centered or flush against the margins.

If you have two addresses (local & permanent), include them both. Make sure that your e-mail address is appropriate for the job search (i.e. not hotty@gmail.com or deathmaster@yahoo.com), as you want to make a good impression. You can use your uarts.edu address, or you might consider setting up a new account that you will use only for your job search. Make sure that you check your account regularly (inbox as well as spam/junk folder).

EDUCATION, HONORS & AWARDS, ACTIVITIES

As a current or graduating student, you want your education to have a prominent place on your resume. After you've been working professionally for a few years, your experience will take precedence over your education. Under **Education** include the name of the university (plus city & state), degree, graduation date, your major & concentration or minor.

- List **Honors & Awards** in the form of Dean's List; scholarships; awards given by your department; exhibition or performance awards. Include the award name, date & sponsoring organization.
- Activities refer to professional affiliations, such as memberships in organizations & extracurricular activities related to your field of study/interest.

EXPERIENCE

Experience includes ANY full-time, part-time, summer, freelance or internship positions, *paid or unpaid*, that provided you with job-related skills and knowledge. Don't be confused by the different types of resume formats that you see. Employers like an easy-to-read format that presents your experience in terms of your accomplishments, knowledge and skills. So, in this section, include those aspects of your background that are related to the position you are applying for and leave out those that aren't as significant. List 3 or 4 of your most relevant experiences under the heading **Related Experience** and list unrelated jobs under **Other Experience**. Or, use specific section headings such as **Artistic Experience**, **Performance Experience**, **Administrative Experience**, then list your relevant positions under each category. In either case, be sure to include: *starting and ending dates of employment* (month & year); *job title or type of work performed* (e.g. Freelance Designer, Dance Teacher, etc.), *name of company/organization*; *location* (city/state) and *job responsibilities*. Also, quantify your accomplishments where possible (e.g. sold 5 original designs; taught ten children ages 5-8).

List **action verbs** to describe your experience in an engaging way (assist; coordinate; create; manage, teach). You can find a listing of these verbs at: www.quintcareers.com/action_verbs.html

Include as much of the **vocabulary & terminology** of your field as possible. A useful online resource is the list of **Individual Visual Arts Skills and Possible Areas of Concentration**: at www.alfred.edu/cdc/artists/#eace, which includes skills for various artistic disciplines.

OVERALL HINTS

Watch your tenses so that you use present tense for a current position (e.g. create) and past tense for previous jobs (e.g. created).

Use spell check and proofread. People will judge you by your resume. If you have any mistakes they may think you'll make mistakes on the job.

Be consistent in formatting and align text along the same tabs.

Create multiple versions of your resume for different job objectives, highlighting the appropriate experiences. This is called "targeting your resume." For more info, visit www.careerknowhow.com/resumes/just4you.htm.

Convert your resume to a PDF file to attach whenever you are applying via email. This ensures that it will be readable on the other end (via MAC, PC, smartphone, tablet, etc.) and maintains the formatting/layout/look of your resume.

Remember that your resume should never be sent without an accompanying, custom-written **cover letter**. Read the UArts Cover Letter Writing Handout for more information.

References:

Whether asked for them or not, it is always a good idea to have a reference sheet prepared. Make sure to have your contact information at the top of the page, and label the page "References" as well. Include names, titles, employers, addresses, phone numbers and e-mail addresses for between 3-5 people you will use as references. Make sure to ask these people if they will serve as references for you, as you want them to be prepared if they are contacted. For more information on references, visit www.rileyguide.com/refer.html.

RESUMES FOR ARTS CAREER JOBS

If you are writing a resume for a professional position in your field, use the general outline previously covered in this handout AND add the following elements that apply to your background.

FINE ARTISTS:

Your studio art skills (including skills outside your major)

Artwork entered in Competitions or Exhibits (can be regular or virtual)

Your own studio work, commissions and internships

Include a "Projects" section to highlight work you've created in your classes that is relevant, impressive to prospective employers

If you've taught in your artistic discipline, include these experiences in a "Teaching" section

VISUAL & MEDIA ARTISTS:

Your related skills & computer software knowledge (include specific names of programs & equipment)

Artwork entered in Competitions/Contests

Related internships, jobs & freelance work

Include a "Projects" section to highlight work you've created in your classes that is relevant, impressive to prospective employers

PERFORMING ARTISTS:

Your performance skills and area of specialization

Outside training with master teachers

Your roles and performances

If you've taught in your artistic discipline, include these experiences in a "Teaching" section

Note: Only include your "statistics" (height, weight, eyes, hair) in the performance version of your resume to submit with headshots for auditions.

THINGS TO REMEMBER

1. There is no ONE way to write a resume. Pick a format & style that fits you best.
2. There is no such thing as the perfect resume, but you do want it to be error-free. Make sure that you feel confident about how you are presenting yourself on paper.
3. Every resume is unique and expresses the individual it represents.
4. Your resume is never done. It is always a work in progress and should be updated on a regular basis.
5. It is highly recommended that you get feedback on your resume. You can schedule an appointment with Career Services for a resume review at www.uarts.edu/careerappointment.
6. Learn more about resumes at uarts.digication.com/supplementalworkresume and uarts.digication.com/creativeprofessionalresume.