

## Resume Workshop 2006

*By tailoring your resume and correspondence you can assess and organize your skills and experiences in a goal-oriented way that will work to create opportunities aligned with your interests.*

### **Set your goals [job, gallery, graduate school, grant].**

#### **Network. Promote yourself.**

- Know your value and worth
- List your strengths
  - education
  - study abroad
  - experiences/employment history
  - honors or awards
  - languages
  - licenses
  - technological skills/programs
  - interests|hobbies
- Research your area of interest and let as many people as possible know that you are looking for work|exhibitions.
  - list potential resources|contacts
  - career services|yellow pages
  - check position listings online and in journals
  - check in with or join local arts organizations
  - internships/temp agencies
  - local colleges
  - alumni/friends/family
  - be open to experiences or opportunities that may not be obvious

### **Create a focused and effective resume**

- Outline your goals and objectives
- Consider your format
  - reverse chronological (qualifications arranged sequentially)
  - functional (best if you are changing careers or have limited relevant work experience as it highlights your skills and abilities)
- What to include:

#### **Education**

- Names, dates and institutions  
(it may be better not to list your high school)
- Major|Concentration  
(it may be better not to list individual courses)
- Honors, Awards, Scholarships  
(if you are an Honors Student, list your GPA)
- Study Abroad Experiences

#### **Experience**

- Highlight positions most relevant to your objectives
- List job title, name of organization, dates and a description that summarizes your key accomplishments and responsibilities. (In a functional resume, this section would be replaced by 3 or 4 sections describing your ability in key areas.
- Use Action Verbs

#### **Skills**

- Languages
- Technical Skills
- Special Licenses|Training [scuba, CPR, real estate, etc.)
- Service or Volunteer Efforts
- Activities, interests, hobbies

## **Design [a resume is information design]**

- Clean, clear and easy to follow  
(save your creativity for your artwork)
- Use white space so the resume doesn't appear cluttered
- Length (simple and precise-one to two pages)
- Margins [3/4 " margins all around]
- Choose a non-decorative face| 8-11 points, no auto leading  
(preferably a family: book, bold, italic, bold italic that reflects your personality)
- Use bold and italic weights (avoid underlining)
- Do use upper and lowercase  
(avoid all uppercase, drop shadows and script)
- Be consistent in your format (flush left|centered)
- **No typos, have others proofread your resume for errors.**
- Technical concerns
  - Use a good quality light (white) paper with minimum texture
  - Print on one side only
  - Web|CD|pdfs and electronic formats
  - Printing/faxing
  - colored papers

## **Write a personal cover letter/artist statement**

An effective cover letter is personal and targeted to a specific individual or organization. Its purpose is to obtain an interview—to meet new people who will review your portfolio and work—after which they may grant you a second interview (thereby indicating an interest in hiring you) or they may be able to provide you with the names of others.

- State your current circumstances—why are you writing.
- What you have to offer—try not to regurgitate your resume.
- Ask for an interview in the closing. Indicate that you will be calling within a specified time frame to arrange an appointment.

## **Present a portfolio**

- Presentation
  - Case/size concerns
  - Consistent|Clean
- Personal Contact
- 15-20 pieces
- Don't show anything you don't like or don't want to do.
- It is better not to leave a portfolio. Stress its value and try to get an appointment.
- Slides are often required for admission to graduate school/galleries and for competitions
- Online portfolios
  - Clean, clear, consistent. Navigational structure should be obvious, but not intrusive
  - If you give someone a CD, be sure to supply instructions
    - Mac or PC
    - Ram|Software needed
    - Contents
    - Name, address and phone number.

## Meeting | Interview

- Obtaining an interview
  - Send out letters and resumes
  - Call for an appointment (talk with a decision maker)
- Dress appropriately
- Be ON TIME
- Encourage questions, ask for advice, and be prepared to answer questions. Know as much as possible before you go.
- The second interview: (green lights/referrals)

First interviews rarely conclude with a job offer. Most jobs are presented in the second interview. During the first interview you should observe:

  - Do they express an interest in your work?
  - Do you like them?
  - Is the environment comfortable?
  - Do they show you around or talk about projects they are working on?
- Goals
  - get other references
  - obtain a second interview
- Thank yous (write a letter within 24 hours)
- If you are offered a job, always think the offer over and get back to the person promptly

## Summary

- Letters of Recommendation
- Persistence
- Reassessment
- Flexibility
- Be yourself/receptive
- Be receptive