

Resume Workshop

Organize your skills and experiences in a goal-oriented way that will work to create opportunities aligned with your interests.

Set your goals and your tailor your resume [job, gallery, graduate school, grant].

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

Design Considerations

- 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
 - Copying/printing/faxing: be careful with colored papers
 - Word and pdf formats

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)

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/Employment History

- 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

Exhibitions

- List title, name of gallery, dates
- List awards and whether or not it is a juried exhibition, solo or group show. May list juror.

Skills

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

Write a focused personal cover letter

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 specific time frame to arrange an appointment.

Present a portfolio, it's all about personal contact.

- Presentation
 - Case/size concerns
 - Consistent|Clean
- 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, Contents, Name, address and phone number.

Interview

- Obtain 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. Learn as much as possible about the company before you go.
 - The second interview(green lights/referrals)
 - First interviews rarely conclude with a job offer.
 - Most job offers 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?*

Web Workshop

Creating a website from scratch is a time-consuming and laborious process that requires both design and coding skills. Inexpensive software can be used to create and maintain a simple portfolio/gallery style website. Other options include gallery website services that can be purchased for a yearly fee online and are easy to update and maintain. Maintenance and upkeep should be a key consideration when deciding on a website. Also, if you don't like this one, you can change it next year.

First you need an address or:

Domain Name (www.debhall.com)

<http://www.skidmore.edu/forms/>

Second, you will need a:

Host (a server)

http://www.hosting-review.com/hosting-directory/top-10-lists/Top-10-Domain-Hosting-Companies.shtml?gclid=CPHc7L_A-acCFUMUKgodFGp4rw

Software

(buy software before you graduate at sites like academic superstore)

iWeb (<http://www.apple.com/ilife/iweb/>)

49.95

Lightroom (<http://www.academicssuperstore.com/products/Adobe/Photoshop+Lightroom/1391249>)

89.95 vs. 200.00

Dreamweaver (part of Adobe Creative Suite)

Fetch or Transmit

Gallery Websites Online

<http://www.foliolink.com/>

EDU 99

STARTING AT 239

<http://www.icompendium.com/>

STARTING AT 200

<http://www.livebooks.com/creative-professionals/students-and-educators>

EDU 99

STARTING AT 239

<http://www.weebly.com/>

FREE

<http://www.indexhibit.org/>

FREE

Blogs

<http://wordpress.org/>

www.blogger.com

Plug-Ins|Miscellaneous

<http://lightroom-blog.com/lrbportfolio/>

<http://www.dreamweaver-templates.net/photography-templates.htm>

<http://www.Myflashxml.com/Flash-templates-design-websites.asp>