

Bucks County Community College, Career Services

Resume Tips for Visual Artists

Before You Start

- Know your audience—Why are you writing this resume?
- Gather relevant materials and make notes
 - Fliers from exhibits
 - Lists/notes of shows
 - Presentations/lectures
 - Teaching experience/lessons
 - Performances
 - Awards/Honors/Prizes

Basic Information

- Your name
- Your address
- Your phone number (with a professional greeting)
- Email address (jane.doe@bucks.edu not sexypainter@yomama.net)
- URL for your online portfolio/website, if you have one

What to Call the Other Sections

- Exhibitions/Performances
 - Year, Title, Sponsor (gallery, museum, organization), city, state, curator, invitational/juried (if applicable)
 - Most recent **first**
 - Student shows/performances okay
- Commissions
 - Name of project/medium, sponsor, date
- Collections
 - Anyone who has purchased your work (companies, collectors); may also include places you have lent work to

Other sections (cont.)

- Awards & Honors
 - Prizes or awards from exhibitions/competitions
 - Scholarships and fellowships
- Lectures/Speaking Engagements
- Teaching or Career-Related Experience
 - Can include lessons
- Education

Formatting

- Easy to read
 - 10-12 pt font
 - Simple font (Arial, Times New Roman, etc.)
 - Plenty of white space
- No underlines—not fax machine-friendly
- No pink or neon paper, please
 - Stationary (Resume paper is ideally 100% cotton and includes a watermark)
 - Cream or white are the safest colors to use

Technical Difficulties

- Create three file format versions of your resume before you start your job search
 - Plain text/ASCII (for posting on job boards)
 - Word (.doc, not that .docx stuff)
 - PDF
- If the ad asks for a Word file, send a Word file

Frequently Asked Questions

- Spellchecking
 - I ran my spellchecker and nothing is underlined, so I'm golden, right?
 - Nope! The spell-check feature only highlights misspelled words. If you have "form" where you should have "from" it's a real word, but it's the wrong word.
 - If you're feeling unpopular, be your own human spell-checker and read your resume backwards.

Frequently Asked Questions

- Objective: Do I need to include an objective? Are general objectives okay?
 - Good objective: Pottery Instructor, Mercer Community College
 - Not-so-Good: To apply my love of clay and paint to a fulfilling career in a dynamic organization where I can mold the lives of young people.
 - Jane Doe, Graphic Artist is also a good alternative
 - OR no objective at all

Frequently Asked Questions

- Education
 - High School: To include or not to include?
 - AA/AS under your belt? No High School
 - AA/AS in progress? Include High School

Frequently Asked Questions

- Okay, my degree is in progress, so . . . What do I say about that?
 - Associate of Arts, Multimedia
 - Bucks County Community College, Anticipated Graduation: May 2009
 - GPA over 3.0? Include GPA
 - GPA under 3.0? Leave it off and cut-back on the partying

Resume Assistance

- Resume Walk-in Clinic
 - Noon to 1:00 p.m. every Wednesday through November 19
- resumerx@bucks.edu
 - Email a Word version of your resume and receive feedback via email
- Resume Writing Workshop
 - October 8, 3 p.m. to 4 p.m. in Gateway 205
- Appointments (215) 968-8189
