

Artist's Resume Worksheet

Use this document to organize your information before creating your resume.

Personal Information

Name _____

Address _____

City, State, Zip _____

Area Code and Phone Number _____

Email _____

Education:

School _____

Major area of concentration _____

Degree _____ Date _____

Exhibitions - Invitational / Juried / Group / Solo

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Year _____ Exhibition/performance title _____

Gallery/museum/organization _____

City, state _____

Curator _____

Commissions

Name of institution/corporation/private collector _____
Date _____

Name of institution/corporation/private collector _____
Date _____

Name of institution/corporation/private collector _____
Date _____

Name of institution/corporation/private collector _____
Date _____

Publications

Publications (reviews that you have written of work, any articles written related to art)

Name of author _____
Article title _____
Name of publication _____ Date _____

Name of author _____
Article title _____
Name of publication _____ Date _____

Name of author _____
Article title _____
Name of publication _____ Date _____

Exhibition catalog name, sponsor, date _____

Exhibition catalog name, sponsor, date _____

Exhibition catalog name, sponsor, date _____

Workshops/Lectures/Public Speaking Engagements

Lectures/radio/television appearances/public speaking dates, places

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Lectures/radio/television appearances/public speaking dates, places

Honors / Awards

Honor/Award _____
Awarding Organization _____
Date(s) _____

Honor/Award _____
Awarding Organization _____
Date(s) _____

Honor/Award _____
Awarding Organization _____
Date(s) _____

Volunteer Activity / Community Service

Organization/Activity _____
Accomplishments _____

Organization/Activity _____
Accomplishments _____

Organization/Activity _____
Accomplishments _____

Professional Memberships

Name of Organization _____
Offices Held _____
Activities _____
Date(s) _____

Now that you have organized all the information you want to have on your artist's resume and have verified all the information, it's time to create your final draft.

Don't forget to use spell-check after typing in all the info. Also check for any inconsistencies in spacing and alignment.

HAVE ANOTHER PERSON PROOF READ YOUR RESUME! It's too easy for you to overlook an error when it is your own. Another set of eyes is always good to have.

(Make sure that you ALWAYS include a cover letter with your resume unless it has been stated by the person you're giving it to that they don't want one.)

(See example for the layout of your resume.)

