

## Employment 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 \_\_\_\_\_

### Professional Experience (this includes internships)

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities \_\_\_\_\_

Special projects \_\_\_\_\_

Accomplishments \_\_\_\_\_

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities \_\_\_\_\_

Special projects \_\_\_\_\_

Accomplishments \_\_\_\_\_

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities \_\_\_\_\_

Special projects \_\_\_\_\_

Accomplishments \_\_\_\_\_

# KANSAS CITY ART INSTITUTE

A four-year college of art and design

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Employer \_\_\_\_\_

City, State \_\_\_\_\_

Responsibilities \_\_\_\_\_

Special projects \_\_\_\_\_

Accomplishments \_\_\_\_\_

## **Freelance:**

Date(s) \_\_\_\_\_ Type of Project \_\_\_\_\_

Employer \_\_\_\_\_

Date(s) \_\_\_\_\_ Type of Project \_\_\_\_\_

Employer \_\_\_\_\_

Date(s) \_\_\_\_\_ Type of Project \_\_\_\_\_

Employer \_\_\_\_\_

Date(s) \_\_\_\_\_ Type of Project \_\_\_\_\_

Employer \_\_\_\_\_

## **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) \_\_\_\_\_

## **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 \_\_\_\_\_

## **Commissions**

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 \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

## **Additional Skills (computer programs, equipment, etc.)**

\_\_\_\_\_

\_\_\_\_\_

## **DO NOT MENTION REFERENCES ON YOUR ACTUAL RESUME.**

It is assumed that you will be able to provide them if asked, so make sure you have them ready. Use a separate page to document your references: name, title, affiliation, address, city, state, zip and telephone number.

### **• 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.)

• Don't think that you have to have something to fill in all of the categories above. They are listed so that you don't forget anything, but are not mandatory. Also...consider the specific job you are applying for! What information would be appropriate and important for them to know in relation to hiring you for the specific position? You will often find yourself wanting to customize your resume for every job. Just make a resume including all your info, then you can create different versions as needed.

**(See example for the layout of your resume.)**