

Artist Resume Guide

Career Development

Room M120

Appointments Available Upon Request

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The Artist Resume

When responding to an opportunity posting, it is important to assess the specifics of the opportunity in order to determine which resume format should be utilized. Depending on the type of opportunity, one of three distinct documents would be submitted:

- An artist resume
- A standard resume
- A CV (curriculum vitae)

Postings may not specify which of these three different types of documents they are requesting. The job posting may request ‘a resume’ without specifying further. Because of this lack of specificity (or the possible misutilization of document titles within the posting), it is the applicant’s responsibility to closely review all of the information within the posting and ensure a document appropriate for the role is submitted. If you are ever unsure which document to submit, connect with Career Development.

The table below outlines the differences between these three types of documents and should be used to identify which to include within each application.

| ARTIST RESUME | STANDARD RESUME | CV (CURRICULUM VITAE) |
|--|--|---|
| <ul style="list-style-type: none"> ● Sometimes called Artist CV; often just called a resume ● Used for exhibitions, RFQs, RFPs, gallery/museum/art venue submissions, grant applications, residency/fellowship applications ● Not used to apply for jobs/internships, even if art/design related ● Targeted summary highlighting your artistic accomplishments, exhibitions, education/training, art instruction experience, art-related work experience, publications (including collaborative works) ● One to two pages maximum; one is greatly preferred ● Excludes non-art-related work history ● Sections within an artist resume can include: <ul style="list-style-type: none"> ○ Education ○ Experience (art-related jobs/internships only; not as | <ul style="list-style-type: none"> ● Generally, this is the type of document being requested when a posting requests a resume; they won't include ‘standard’ in the title. ● Sometimes referred to as a CV in the US, but that is incorrect unless the employer is overseas, as some countries use the term CV for both actual CVs and standard resumes ● Used for applications for jobs and internships ● The most commonly requested (and expected) professional document ● Concise, targeted summary of professional skills and experiences ● Tailored to each job opportunity ● Limited to one page (<u>may</u> be up to two for those who have | <ul style="list-style-type: none"> ● Consistently referred to as a CV and is not known by any other name ● Used in academia for applications to teaching positions, especially at a college level ● Fully comprehensive and extensive record of entire academic and professional history ● No page limit: the more experience you possess, the lengthier the document ● No information is excluded ● Information should not be removed; it is an ongoing list which is continuously expanding as education grows and professional experiences occur and are added ● Includes all content sections necessitated by your academic and professional background: |

| | | |
|--|--|--|
| <p>detailed as a standard resume)</p> <ul style="list-style-type: none"> ○ Exhibitions (might be split into Solo, Two-Person, and/or Group Exhibitions and listed separately or grouped together depending on number of associated exhibitions) ○ Publications ○ Bibliography ○ Collections (notable only, exclude family/friends) ○ Residencies/Fellowships/Awards/Grants (can be grouped together or included as separate sections as-needed) ○ Teaching Experience (art-related only) ○ Lectures/Panels/Artist Talks ○ Commissions ○ Exhibitions Curated | <p>10-15+ years of experience)</p> <ul style="list-style-type: none"> ● Includes all roles held within targeted time frame, both non-field-related and relevant to art and design (part-time and non-art roles must still be included if they occur within the time frame presented on the resume) ● Usually limited to specific content sections: Summary/Profile, Education (College-Level only), Skills, Experience (work history with details highlighting your usage/application of relevant skills, as well as any positive outcomes stemming from it) ● May include additional content sections as-applicable (and if they are relevant to a specific job): Volunteer Experience, Professional Associations, Additional Employment, Exhibitions/Publications | <p>if you have an entry for it, you need to add the section</p> <ul style="list-style-type: none"> ● Refer to the College Art Association's Visual Artist Curriculum Vitae: Recommended Conventions guide for more information regarding content sections and formatting. |
|--|--|--|

ARTIST RESUME

Example of an artist resume which could be used by a current student (or recent graduate) to apply to exhibitions, galleries, residencies, or other artist opportunities.

ANITA JOB MINNEAPOLIS, MN | ANITAJOB@GMAIL.COM | 612-555-1234 | ANITAJOBART.COM

EDUCATION

- 2023 *Bachelor of Fine Arts in Drawing and Painting (pending), Minneapolis College of Art and Design, Minneapolis, MN (Expected graduation: December 2023)*
- 2019-2020 *Coursework in Studio Arts, St. Cloud State University, St. Cloud, MN*

SOLO EXHIBITIONS

- 2023 *My Thoughts In Graphite, Mainstreet Art Collective and Galleries, Minneapolis, MN*
Anita Job - Works in Oil, Mainstreet Art Collective and Galleries, Minneapolis, MN
- 2022 *En Plein Air - Selected Landscapes, Midwest Art Center, Duluth, MN*
- 2021 *ACRYLIC, New Arts' Pop-Up Gallery, Edina, MN*

GROUP EXHIBITIONS

- 2023 *Made at MCAD 2023: All-Student Juried Exhibition, Main Gallery, Minneapolis College of Art and Design, Minneapolis, MN*
- 2022 *Emerging Artists, Center for Fine Arts, Minneapolis, MN*
- 2021 *Works in Paint Show, The New Gallery, St. Paul, MN*

AWARDS

- 2023 *Dean Wilson Art of Making Senior Merit Scholarship, Minneapolis College of Art and Design, Minneapolis, MN*
- 2022 *Drawings/Pastels Category, Minnesota State Fair Fine Arts Juried Competition, St. Paul, MN, First Place (Juror: Art Humana, Director, Twin Cities Art Collective, St. Paul, MN)*
- 2020 *Local Emerging Artist Grant, Good Neighbors Arts Council, St. Cloud, MN*

RELATED EXPERIENCE

- 2022-Present *Framing Artist/Art Installation Specialist, A New Frame of Mind, St. Paul, MN*
- 2022 *Gallery Intern, Mainstreet Art Collective and Galleries, Minneapolis, MN*

TEACHING

- 2022 *Painting Major Teaching Assistant, Pre-College Summer Session, Minneapolis College of Art and Design, Minneapolis, MN*

COLLECTIONS

Hennepin Healthcare Inspire Arts Collection, Minneapolis, MN
M Health Fairview Clinics and Surgery Center, Minneapolis, MN
The Marshes Condominium Residences, St. Cloud, MN

ANITA JOB

612.123.4567 | anitajob@gmail.com | anitajob.com

EDUCATION

Minneapolis College of Art and Design, Minneapolis, MN
Bachelor of Fine Arts in Fine Arts Studio
GPA: 3.75

STANDARD RESUME

Example of a standard resume which could be used by a new graduate (or current student) to apply for a full- or part-time job at a gallery or museum in a gallery assistant or installation assistant type role.

May 2023

SKILLS

Professional

- Artwork Packing/Transportation
- Collection Management
- Customer Service/Visitor Experience
- Digital Illustration
- Exhibition Installation/Deinstallation
- Gallery/Exhibition Operations
- Label Creation/Mounting

- Lighting Design/Setup
- Oil/Acrylic Painting
- Print Production/Prepress
- Scaffolding Assembly/Teardown
- Site/Space Planning
- Wall Painting/Patching/Repair
- Wood/Metal/Plastic Fabrication

Tools/Equipment

- formZ Pro
- Google Suite
- Hand/Power Tools
- MS Office Suite
- Photoshop
- Welder (MIG)
- Wood Lathe

EXPERIENCE

Freelance Art Studio, Minneapolis, MN
Independent Artist/Designer

August 2021-Present

- Ideate, create, and fabricate one-of-a-kind artwork including painted portraits in oil and acrylics, illustrations, custom cutting boards, and metal jewelry.
- Utilize Photoshop, hand tools, power tools, and formZ Pro to design and create innovative pieces, marketing and managing them for sale via self-managed virtual storefront.
- Communicate with clients to produce custom products in alignment with their specifications.

Gallery Assistant Intern, Minneapolis, MN
ABC Art Gallery

August-December 2022

- Coordinated installation specifications and exhibition scheduling with artists.
- Installed and deinstalled exhibited artwork, ranging from small scale paintings to large sculptures requiring the utilization of scaffolding.
- Assisted in the writing and production of exhibition didactics including wall text, labels, and gallery guides.
- Repaired and painted exhibition walls prior to installation in adherence to curator specifications.
- Provided excellent customer service to in-person gallery visitors as well as guests contacting the gallery via phone or email.

Minneapolis College of Art and Design, Minneapolis, MN
Art Sale Assistant

November 2021

- Employed a variety of hand tools and power tools to install, deinstall, and transport pieces throughout the sales gallery area.
- Securely packaged purchased artwork for vehicle transport and/or mailing.

Metro Thrift, St. Paul, MN
Retail Associate

May 2020-August 2021

- Greeted customers and assisted them in identifying clothing to match their desired stylistic choices.
- Purchased used clothing items from individual visitors, curating the selection to match store goals.
- Monitored cash register transactions to ensure accuracy during peak shop hours.

EXHIBITIONS

Tranquility Gallery, Hopkins, MN
Wood Innovations

May-August 2022

Minneapolis College of Art and Design, Minneapolis, MN
Made @ MCAD

April 2022

ADDITIONAL EMPLOYMENT

Fresh Beans Cafe, Minnetonka, MN
Barista

June 2020-September 2021

Primary Resource

While there may be some differences of opinion pertaining to the specifics of writing an artist resume, if in doubt, adhere to the information provided by the College Art Association within their [Artist Résumé: Recommended Conventions](#) resource, which can be located within the [Standards & Guidelines » CAA Guidelines](#) portion of their website. As the College Art Association should be viewed as an authority on the subject, much of the information presented within this guide has been adapted from this resource in order to summarize the information most applicable to current students and new graduates when drafting their first artist resume. For more detailed and comprehensive information, refer to the primary resource itself:

College Art Association. "Artist Résumé: Recommended Conventions." *CAA Guidelines Standards & Guidelines* | CAA, 28 Oct. 2012, www.collegeart.org/standards-and-guidelines/guidelines/resume.

For additional insight on the subject and more artist resume examples, consider reviewing helpful resources made available by other AICAD colleges, such as Maine College of Art & Design's [Artist Resume](#) handout developed by their Artists at Work department, or the [Building Your Resume](#) handout developed by the Joseph Meyerhoff Center for Career Development at the Maryland Institute College of Art.

Best Practices: Master Copy

When writing and updating an artist resume, keep a master draft which retains your entire professional and educational history. This master draft is only for reference purposes and should not be used for applications. It provides you with a record of information and content entries from which you may quickly select the most relevant and useful information when drafting or augmenting a resume for a particular opportunity in the future. Be sure to keep this copy updated and accurate, as this will save you time later!

Artist Resume Style Conventions: Reverse Chronological

A standard-style resume used to apply for jobs and internships (both art-related and non-art-related) may adopt a reverse chronological, functional, or hybrid style format. Artist resumes are only presented in a single manner: reverse chronological. The information included in each section should be listed starting with the most recent

information at the top of the page followed by subsequent entries. There are three exceptions: Gallery/Collections (venues including your work among their collection) should be listed alphabetically by venue name, Professional Organizations/Affiliations should be listed alphabetically by the organization's name, and colleges/universities from which you have received degrees should be listed above institutions at which you only briefly studied at or transferred from within the Education section.

In an artist resume, when multiple entries within a section occurred in the same year, only list the year to the left of the first entry occurring in that year; subsequent entries will be listed in line with above entries, but without a year to the left until you reach the year prior (and its associated entries) and repeat this process. Skip any years which have no associated entries.

Example:

SOLO EXHIBITIONS

2023 *My Thoughts In Graphite*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
 Anita Job - Works in Oil, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
 A Time to Draw, **The New Gallery**, St. Paul, MN
2022 *En Plein Air - Selected Landscapes*, **Midwest Art Center**, Duluth, MN
 STILL Life, **Cabinet of Curiosities Gallery**, Richfield, MN
2021 *ACRYLIC*, **New Arts' Pop-Up Gallery**, Edina, MN
2019 *Charcoal and Pastels: A Year Upon Paper*, **Center for Fine Arts**, Minneapolis, MN

Overview: Style, Formatting, Organization, Visuals

When reviewed by a human, resumes, whether standard or artistic, are usually briefly visually scanned (for around three to seven seconds) during the initial screening process. Because of this, they must be clear, concise, easy to read, and targeted towards the opportunity. You can achieve this goal within your artist resume by adhering to the guidelines within this document.

Typefaces:

Serif typefaces such as Times New Roman, Garamond, or Georgia are generally considered to be easier to read in print. Conversely, sans serif typefaces such as Arial, Helvetica, and Verdana are accepted to be easier to read online and in digital formats. With that said, because resume text must be clear and legible in both digital and printed forms, there is no singularly correct or one-size-fits-all typeface choice, and you may encounter conflicting opinions regarding serif versus sans serif typefaces for artistic resumes.

You should select a typeface which is simple and easy to read; avoid anything complicated, distracting, or potentially difficult to read. Selecting a typeface, whether serif or sans serif, with easily distinguishable italics, bolding, and capitalization will make it easier to differentiate different types of information within your resume. Your selected typeface should be used consistently throughout the document.

Application of Fonts:

You may use different point sizes, bolding, capitalization, italics, and/or combinations of these for different types of information throughout the document. Use these different options thoughtfully and consistently in order to introduce and then maintain a hierarchy that clearly differentiates types of information within entries in an orderly manner throughout the entire document. Your name should be the largest point size on the page, but besides that, you may use font choices in whichever manner you feel clearly displays the content. For example (as shown in the artist resume example within this guide), your content section headers could be capitalized *and* bolded, colleges/venues/organizations/awarding entities could be bolded, and exhibition name/degrees/residencies/awards/art roles could all be italicized.

Overall, be consistent with your application of font choices for different types of information throughout the entire document. If you decide to bold institutions/organizations within the document, make sure each one is bolded. If you opt to italicize degrees earned and coursework completed, ensure every such entry is consistently italicized.

Margins:

Adhering to a standard 8.5 x 11 page, right and left margins of at least 0.5 in. should be featured, with 1 in. being preferred. Top and bottom margin heights may vary between different resumes, but their height should match within the same document.

Alignment and Indentations:

Artist resumes should be left aligned so the reader can quickly scan the document from top to bottom, left to right. All content section headers and dates associated with entries should align with the left margin, and the rest of the text associated with each entry should be aligned to an identical indentation to the right of the date/content section header column. Ensure that any text which flows onto a second line is indented to align with the detail text directly above it, rather than to align with the dates and content section headers situated on the left margin.

Visuals and Design Elements:

Because your artwork will be displayed within the portfolio either hosted on your website (which should be hyperlinked within the Contact section of your resume) or sent alongside the resume, the sole purpose of the resume is to list your credentials and provide a record of your artistic accomplishments and experiences via straightforward text entries. No images/visuals, such as photos/headshots, logos, illustrations, or icons should be included in the resume, and the document should be in black and white only.

Content Sections: The Basics

Before including any content sections, your basic contact information must be listed either via standard, typed text or as part of a clearly legible letterhead. Unless otherwise specified within application instructions, this information should include:

- First and last name (use the first and last name which you use in association with your artistic practice)
- Email address (ensure this email address is professional: some variation on your first and last name is best, as well as non-institutional, meaning it is not your school email address)
- Phone number (make sure the number you use has a professional voicemail greeting and your voicemail inbox isn't full)
- Professional website/digital portfolio URL (include a hyperlink, but keep the color consistent with the rest of the contact information and remove the underline which may be added automatically when linking)
- The city and state of your current residence can be included if you wish (and should be present if responding to a call for art requiring applicants to be from a specific location)

The content sections included within an artist resume will often vary between artists, and which sections you include will depend upon your specific experiences, accomplishments, and professional history. In addition to the Education section, which is required and must always be present, the following sections can be added as applicable:

- Exhibitions (can be listed as separate Solo, Group, Two-Person, or Selected sections or be grouped together depending on the number of associated entries)
- Experience (and/or Teaching Experience)
- Publications
- Bibliography
- Collections/Galleries

- Residencies/Fellowships/Awards/Grants (can be listed as separate sections or be grouped together depending on the number of associated entries)
- Lectures/Panels/Artist Talks (can be listed as separate sections or be grouped together depending on the number of associated entries)
- Commissions
- Professional Organizations/Affiliations
- Exhibitions Curated/Curatorial Projects

When adding these sections, the order in which they are featured should depend upon how impactful each section is. For example, if you have held a number of residencies and fellowships but have only had two or three exhibitions, the Residencies/Fellowships section should be the first one listed after Education and the Exhibitions section would be listed further down, with solo/group/two-person shows all grouped together within a general Exhibitions section. Conversely, if you have participated in many exhibitions, including solo, group, and two-person exhibitions, but you have not conducted any residencies, a Residencies section would be excluded entirely and each type of exhibition would have its own content section which lists its associated entries such as Solo Exhibitions, Two-Person Exhibitions, and/or Group Exhibitions.

The list above includes the standard options which might be featured in an artist resume, but additional sections can be inserted if you want to feature something associated with your artistic practice which you believe to be impactful. These additional sections could include, but aren't limited to, the following:

- Collaborative Projects/Works
- Conventions/Art Events
- Artist Books/Essays
- Projects/Productions/Performances/Screenings (include the year, your role[s]/title[s] in the production, the production's title, its venue, the venue's location, and the name of the director [if applicable])
- Filmography (include the year, your role/title in the film project, the project's title, and the name of the director)

Be aware that you can always combine similar sections if you only have one or two entries associated with them.

Content Sections: Specifics

EDUCATION:

This section should include all college-level degrees earned, as well as any periods of enrollment at other college-level institutions. If you did not earn a degree from an institution, you should specify the program or major you pursued there. As with all other dated content sections, list entries in reverse chronological order, with either the most recent degree earned or the entry associated with the degree you are currently working towards listed first. If you attended any institutions but did not receive degrees from them, these entries would be listed below any entries associated with institutions from which you received degrees or at which you are currently enrolled.

When adding an entry in this section, you should first list the year in which you earned the degree (or the duration of attendance) on the very far left, aligned with the margin. List the degree earned (or the focus of your coursework/enrolled program if you didn't earn a degree) and the full (not abbreviated or shortened) name of the awarding institution and its location, including both the city and state, abbreviating the latter. If the institution is outside of the United States, list the country. You can also add any notable distinctions associated with the degree, such as *cum laude* or honors.

If you are currently seeking a degree, this should be noted by including (candidate) or (pending) after the name of the degree sought, as well as by including the expected/anticipated conferral/graduation date following the degree.

This section will likely be the first one listed after the contact information on the artist resume of a current student or recent graduate. An alum with an extensive professional history including many exhibitions, residencies, art jobs, etc., may choose to feature the Education section at the end of the resume, as their educational credentials are less impactful than their real-world art experience.

Entry for degree you are currently seeking:

2023 *Bachelor of Fine Arts in Drawing and Painting (pending), Minneapolis College of Art and Design, Minneapolis, MN (Expected graduation: December 2023)*

Entry for college you attended but didn't earn degree at or transferred from:

2019-2020 *Coursework in Studio Arts, St. Cloud State University, St. Cloud, MN*

Entry for degree earned (with honors and area of study):

2021 *Bachelor of Fine Arts in Art (cum laude), Interdisciplinary Art and Social Practice, University of Minnesota, Minneapolis, MN*

In addition to college-level education, you may choose to include less formal educational entries here as well, such as non-credit certificate classes taken or workshops attended. These should be formatted similarly to the other educational entries.

Entry for non-college/less formal educational entries:

2020 *Cane Techniques*, **Foci Minnesota Center for Glass Arts**, Minneapolis, MN
2019 *Intermediate Abstract Painting*, **Edina Art Center**, Edina, MN

EXHIBITIONS:

Of all the content sections featured in an artist resume, your exhibition section(s) is likely the most impactful. For many artists, this (or these, if you split this into more specific sections) will be featured close to the top of the page.

If you only have a few exhibition listings, you may opt to include all of them under a single Exhibitions section and indicate which type of show it was by including ‘Solo’, ‘Group’, or ‘Two-Person’ prior to the name of the show. Alternatively, if you have multiple entries for each type of exhibition, you can feature multiple content sections called Solo Exhibitions, Group Exhibitions, Two-Person Exhibitions, etc.

As with all other dated content sections, entries should be included in reverse chronological order and start by listing the year the show was held on the far left margin. Include the name of the show (standardly, this should be in italics), the name of the gallery/venue/museum, and its location, including the city, state, and country (if outside of the US). If it was a curated/juried exhibition, you may include mention of the curator/juror (and their title, institution, and institution’s location, if applicable) in parentheses following the location. If there are multiple gallery spaces within a larger venue, you can include the specific name of that gallery before the name and location of the hosting venue.

Separate exhibition sections with multiple entries:

SOLO EXHIBITIONS

2023 *My Thoughts In Graphite*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
 Anita Job - Works in Oil, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
2022 *En Plein Air - Selected Landscapes*, **Midwest Art Center**, Duluth, MN
2021 *ACRYLIC*, **New Arts’ Pop-Up Gallery**, Edina, MN

GROUP EXHIBITIONS

2023 *Made at MCAD 2023: All-Student Juried Exhibition*, Main Gallery, **Minneapolis College of Art and Design**, Minneapolis, MN
2022 *Emerging Artists*, **Center for Fine Arts**, Minneapolis, MN
2021 *Works in Paint Show*, **The New Gallery**, St. Paul, MN (curated by Art Humana, Director, Twin Cities Art Collective, St. Paul, MN)

**Combined exhibition section with multiple entries:
EXHIBITIONS**

- 2023 Solo Exhibition, *My Thoughts In Graphite*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
Solo Exhibition, *Anita Job - Works in Oil*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
Group Exhibition, *Made at MCAD 2023: All-Student Juried Exhibition*, Main Gallery, **Minneapolis College of Art and Design**, Minneapolis, MN
- 2022 Solo Exhibition, *En Plein Air - Selected Landscapes*, **Midwest Art Center**, Duluth, MN
- 2021 Group Exhibition, *Works in Paint Show*, **The New Gallery**, St. Paul, MN (curated by Art Humana, Director, Twin Cities Art Collective, St. Paul, MN)
- 2019 Two Person Exhibition, *Floral Works*, **Center for Fine Arts**, Minneapolis, MN (with Job Folks)

EXPERIENCE:

This may be titled Experience or Relevant Experience. As opposed to a standard resume used for employment opportunities, the experience section in an artist resume is very pared-down. Firstly, only include this section if you have specific, art-related work experience to highlight. Internships and part-time jobs can qualify, as whether or not a job should be included is based upon whether or not it shows relevant art experience, not whether you were full-time or salaried. Next, no additional details regarding your tasks, responsibilities, or notable outcomes associated with the job are included. Instead, following the year or year range associated with the role, only the job title itself, the name of the employer, and the location should be included.

If you have teaching experience, you may include your teaching appointments in a separate Teaching (or Teaching Experience) section if you have held multiple roles. Alternatively, you can include one or two teaching jobs within a combined Experience section.

**Combined experience section with multiple job entries (including teaching):
EXPERIENCE**

- 2022-Present *Framing Artist/Art Installation Specialist*, **A New Frame of Mind**, St. Paul, MN
- 2022 *Gallery Intern*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN
- 2021 *Drawing and Painting Teaching Assistant*, Pre-College Summer Session, **Minneapolis College of Art and Design**, Minneapolis, MN
- 2019-2021 *Ceramics Artisan*, **All About The Glaze Pottery**, Minnetonka, MN

BIBLIOGRAPHY:

This section includes published content which was written about you by others. This could include written reviews of your exhibitions/work, interviews, articles, blogs, periodicals, etc., both in physical media and digital/online. As with the other sections in a resume, these should be listed in reverse chronology (by date from newest to oldest).

For specific guidance pertaining to how to format entries associated with each particular type of medium, refer to the [Chicago Manual of Style Online's Notes and Bibliography: Sample Citations](#) page.

PUBLICATIONS:

This section includes published content which you wrote or created. This might include articles, blogs, graphic novels, children's books, etc., both in print and digital/online. If you are also including a Bibliography section, you may consider using the title Publications as Author or Publications as Creator in order to allow the reader to easily distinguish between content you wrote and content which was written about you. Like a Bibliography section, this section should adhere to The Chicago Manual of Style (CMOS). Refer to section 8 on the [CAA's Artist Résumé: Recommended Conventions](#) online resource to view examples of how a variety of publications should be formatted. Since you are the author, you may exclude the author portion of each entry in this section and list the entries in reverse chronological order (by date from most recent to oldest).

COLLECTIONS/GALLERIES:

Listed in this section are institutions which include your work among their permanent art collection. This could include public collections at art galleries and museums as well as corporate entities or other businesses/organizations such as hospitals or banks which own your work. While family and friends may own pieces you have created, this section should only feature notable entities, meaning that the only private collections that should be included are those which are very high-profile and recognizable, and then, only if you have that person's written consent to share the information.

No dates are listed in association with entries in this section, but make sure that these entries' indentations are aligned with the rest of the entries in sections which do include dates. List them alphabetically by name of the entity.

Entry example (with following section included to demonstrate proper text alignment):

COLLECTIONS

Hennepin Healthcare Inspire Arts Collection, Minneapolis, MN
M Health Fairview Clinics and Surgery Center, Minneapolis, MN
Mainstreet Art Collective and Galleries, Minneapolis, MN
The Marshes Condominium Residences, St. Cloud, MN

RELATED EXPERIENCE

2022-Present *Framing Artist/Art Installation Specialist*, **A New Frame of Mind**, St. Paul, MN
2022 *Gallery Intern*, **Mainstreet Art Collective and Galleries**, Minneapolis, MN

RESIDENCIES/FELLOWSHIPS/AWARDS/GRANTS:

The overall formatting of this section should be similar to that of the other sections. Just as you would choose the optimal format to use for your Exhibition section based upon the amount of entries to be included within it, the entries associated with this category may be listed within one single section including multiple roles or be separated into multiple, more specific (or specifically grouped) sections for each type of entry.

Separate sections example with multiple entries:

AWARDS/GRANTS

- 2023 *Dean Wilson Art of Making Senior Merit Scholarship, **Minneapolis College of Art and Design**, Minneapolis, MN*
- 2022 *Drawings/Pastels Category, **Minnesota State Fair Fine Arts Juried Competition**, St. Paul, MN, First Place (Juror: Art Humana, Director, Twin Cities Art Collective, St. Paul, MN)*
- 2020 *Local Emerging Artist Grant, **Good Neighbors Arts Council**, St. Cloud, MN*

RESIDENCIES/FELLOWSHIPS

- 2023 *Artist-in-Residence, **Mainstreet Art Collective and Galleries**, St. Paul, MN*
- 2020 *Painting Fellowship, **Smith Gallery**, St. Cloud, MN*

Combined example with multiple entries:

AWARDS/RESIDENCIES/FELLOWSHIPS

- 2023 *Artist-in-Residence, **Mainstreet Art Collective and Galleries**, St. Paul, MN*
- 2022 *Drawings/Pastels Category, **Minnesota State Fair Fine Arts Juried Competition**, St. Paul, MN, First Place (Juror: Art Humana, Director, Twin Cities Art Collective, St. Paul, MN)*
- 2020 *Local Emerging Artist Grant, **Good Neighbors Arts Council**, St. Cloud, MN*
*Painting Fellowship, **Smith Gallery**, St. Cloud, MN*

LECTURES/PANELS/ARTIST TALKS:

The formatting of this section should match that of the others within the document as closely as possible, with just one minor change: append the specific date(s) upon which the event occurred to the end of the entry, just after the location, and follow it with a period. As with other content sections, the year should be far left-aligned.

Note that this section includes events at which you have presented or spoken, as well as workshops that you facilitated or led. Do not list classes or workshops attended or participated in as a student. If you believe including a workshop you attended as a student is particularly relevant, you can include it within the Education section.

**Combined example with multiple entries:
ARTIST TALKS/PANELS/WORKSHOPS**

- 2023 *Artist Talk, Mainstreet Art Collective and Galleries*, St. Paul, MN, April 8.
2020 *Neighborhood Art Panel, Good Neighbors Arts Council*, St. Cloud, MN, May 15.
 Art Weekend Workshop, Good Neighbors Arts Council, St. Cloud, MN, January 25-26.

COMMISSIONS:

When considering whether to include a commissions section, keep in mind that only work commissioned by notable public, corporate, or private entities should be featured on an artist resume. Small-scale pieces commissioned by individuals, friends, or family members should be excluded.

Following the year in which it was completed, list which type of commission the piece is, its name, a very brief description of the piece/its medium (including dimensions if applicable), its site, and then the name and location (city/state/country [if outside of the US]) of the commissioning entity.

**Example with multiple entries:
COMMISSIONS**

- 2023 Private Commission, *Water Lilies on the Pond*, exterior mural (15 x 9 ft.), acrylic spray paint, **Ninfea Trattoria**, Richfield, MN
2022 Public Commission, *Hands Reaching Across*, sculpture installation (4 x 4 x 5 ft.), cast bronze, Chanhassen Library, **City of Chanhassen Parks and Recreation Commission**, Chanhassen, MN

PROFESSIONAL ORGANIZATIONS/AFFILIATIONS:

This section can include any notable professional artist organizations in which you are a member, as well as any gallery affiliations you have. A gallery affiliation would include any galleries which currently represent you or with which you have an ongoing working relationship. Do not include past affiliations/memberships; only include those which are active/current. These should be listed alphabetically, as associated dates are not needed because all entries are active.

**Example combining gallery affiliation and organizational membership:
AFFILIATIONS**

Mainstreet Art Collective and Galleries, Minneapolis, MN
Minnesota Artists Association, St. Paul, MN
Northeast Minneapolis Arts Association (NEMAA), Minneapolis, MN

EXHIBITIONS CURATED/CURATORIAL PROJECTS:

Exhibitions or collections which you curated should be listed in the same fashion as the larger Exhibitions section and include the year, the name of the show, the venue, and

the venue's location. If you were not the only curator, be sure to include the names of the others.

Example with co-curator entries:

CURATORIAL PROJECTS

- | | |
|------|--|
| 2022 | <i>Hanging by a Thread: Modern Fiber Art</i> , co-curated with Jane Dough, Weavers Guild of Minnesota , Minneapolis, MN |
| | <i>Earthenware: Selected Pieces</i> , Northern Clay Center , Minneapolis, MN |
| 2021 | <i>Introductions and Farewells</i> , Center for Fine Arts , Minneapolis, MN |
| 2020 | <i>Bits and Pieces</i> , co-curated with Job Folks, The New Gallery , St. Paul, MN |