

Student Resume template

Download or “Make a Copy” into your own Google Drive.

This template may be used for a traditional resume or a CV (below) depending on the use for which it is intended. Know your audience, and build the document for the opportunity. If needed, use this section for a self-amplifying one-liner about yourself.

EDUCATION

School Name, Location — Degree

MONTH 20XX - MONTH 20XX

Start with your current or most recent school

List classes and projects as relevant, ex:

Example:

EDUCATION

University of Arizona, Tucson, AZ — Bachelor of Fine Arts in ____, Minor in ____

2019-Present // GPA 4.0

ART 497A Gallery Management: Curatorial Assistant and Preparator for *Delivery Systems Exhibition*

School Name, Location — Degree

MONTH 20XX - MONTH 20XX

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EXPERIENCE

Company, Location — Job Title

MONTH 20XX - PRESENT

Start with your current or most recent employment, use present tense for any current roles and past tense for former roles. Use simple, direct language.

- Use points or sections to highlight relevant experience related to the job for which you are applying. This is the stuff that you will reference in a cover letter.

Company, Location — Job Title

MONTH 20XX - MONTH 20XX

Students can include volunteer or internship experience here. As you move further in your career, you will relocate those things to a section for “Service” or “Volunteer Work” etc.

PROJECTS

Project Name — Detail

For students, you can list courses and projects under Education or in a separate section, ie - service learning related to your studies, research conducted, community-engaged collaboration, etc.

123 Your Street

Your City, ST 12345

(123) 456-7890

no_reply@example.com

AWARDS

Dean’s List with Distinction If you don’t know what this means, look up your particular school’s Honors and Awards specifics for grades

Scholarship A for excellence in something

Scholarship B travel award

SKILLS

List skills relevant to the position first, followed by skills that show breadth.

- Adobe Creative Suite
- Wordpress and Squarespace platforms
- Familiarity with a wide range of power tools and hand tools

CERTIFICATIONS

Forklift Certified

K-12 Teaching Certified in AZ

List certifications related to the job, can also be combined with

SKILLS section if there’s only a few of each. Use discipline-specific terminology.

LANGUAGES

Fluency in English and Spanish, conversational French, elementary Korean

Student CV template

123 Your Street
Your City, ST 12345
(123) 456-7890
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MONTH 20XX - MONTH 20XX

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam.

EXHIBITIONS

Exhibition Title — Gallery/Art Space, Location

MONTH 20XX - PRESENT

Some people arrange exhibitions chronologically by year in year sections, some just list them in chronological order. Some list solo and group shows together with an asterisk or similar designation for solo or two-person shows, some separate. Do a google for artists you like and check their CVs or ask your faculty for examples of theirs. Here's Mickalene Thomas,

RESIDENCIES

Residency Name — Location

Some people combine residencies, fellowships, and awards. Some have separate sections. Again, do a google for examples and pick the right format for you.

BIBLIOGRAPHY/PUBLICATIONS SECTION(S)

"Publications" = YOU HAVE AUTHORED OR CONTRIBUTED TO

"Bibliography" = WRITTEN ABOUT YOU

***Artists and Arts Professionals in Academia use a CV to detail professional accomplishments which might include exhibitions, residencies, publications both about them and/or that they have written. More scholarly roles dictate specific expectations for these sections, more artistic roles have more flexibility regarding how this is presented, because presenting non-traditional professional accomplishments does not tend to be a uniform process.

See these links for more info:

- + <https://creative-capital.org/2013/03/19/artist-resume/>
- + <https://www.artworkarchive.com/blog/how-to-write-an-artist-cv-that-makes-you-look-legit>

AWARDS/FELLOWSHIPS etc.

Dean's List with Distinction If you don't know what this means, look up your particular school's Honors and Awards specifics for grades

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CERTIFICATIONS

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List certifications related to the job, can also be combined with **SKILLS** section if there's only a few of each. Use discipline-specific terminology.

***Formatting should be consistent, no matter how you arrange it. You can use em dashes, vertical lines, slashes, whatever... just be consistent! Double check dashed, italics, and bold sections!

Some other notes:

1. There are many templates and examples of resumes on the internet. This template was made by slightly altering a Google Doc resume template. Content matters more than design (unless you are a designer). Otherwise—**keep it simple and proofread well.**
2. **Every discipline has its “best practices” for resumes and cvs.** Do your research about your field and find examples online, by asking your peers and/or faculty, and seeking out mentorship opportunities.
Be respectful of people’s boundaries and capacity when asking for guidance, because resume support and recommendation letter requests can become unwieldy, especially at certain times of the year. Ask way earlier than you think you need to, and have your materials, files, and opportunity details ready to share with your mentor.
3. **Use the terms the job posting/resume host/grant organization is using in your own words.** If they call one of the responsibilities of the position “able to work well under pressure” then you can, either in your cover letter or under a specific resume item write something like “managed high-pressure situations calmly and ...”.
4. **Seek out opportunities you align with.** This might seem obvious, but getting to know the values or goals of an organization in your job or opportunity research can tell you a lot about the culture of a place or opportunity and whether it is right for you. Residencies, themed exhibitions, and grad school applications especially respond well to mentioning why you’re the right fit for them, and they you. If you can answer the question “**why me, why you, why now**” in any application materials, it will be noticed, particularly for specialized opportunities, like emerging artist funding, roles with potential for growth, residencies for parents or those in life/career transitions, etc.
5. **CVs and resumes do not always have to be comprehensive.** In fact, many opportunities will ask that you keep it to a certain number of pages. Keep a “mother cv” of EVERYTHING YOU HAVE EVER DONE that might be relevant. Then choose items based on the opportunity you’re applying to. You never know when that highschool summer lifeguarding might be useful to mention as part of your personal narrative for why you’re an absolutely perfect fit, but it’s probably not relevant to the local cultural council grant.
6. **More isn’t always better:** you might find yourself holding on to volume on your resume that could make your materials unclear. Keeping an exhibition at a coffee shop listed on your CV post-MFA might not be helpful when you’re applying to big grants, unless you’re an artist who specifically works in community-engaged curatorial projects. Sometimes fewer entries which are more prestigious might land better than more listings that are all over the place, sometimes experience that doesn’t seem relevant, is.
 - a. If you have unique life experience that is not specifically related to the thing, but you can frame it as an asset, find the right place for it to be included. Some might find it helpful to have the top section labeled as “Creative Experience” and a lower section for “Employment Experience” so the first thing they see are your art-related experiences, but as a recent grad you might not have enough employment experiences to fill a whole resume.
 - b. If you’re adding stuff that isn’t specifically art-related or outdated to a resume, think

holistically. If you *were* a lifeguard, what applicable skills did you learn during that job?
Clear decision-making in high-pressure situations, which is very related to creative fields!

***** V 1.4

This document was most recently updated 3/23/23. “Save a shortcut” to keep an eye on the most recent version, or download this version into your own Drive.