

MASSART

Introduction: Your Background

Use this worksheet to gather and document information about your background.

The purpose of completing the worksheet is to help jog your memory and provide a full record of your experiences. Save the worksheet to your Google Docs so you will always have access to it. It will help you create a resume, remind you of highlights to discuss in an interview, to reflect on to see patterns in experiences you are attracted to and may offer you clues for what “meaningful work” means to you.

This worksheet will allow you to keep your history in one place and continue adding to it over the years.

Even if you think an experience may not be relevant or you are not sure if it is, **write it down**. Better to have access to the information just in case it becomes handy for the future. Be sure to answer the questions at the end too!

Important Notes:

1. List your most recent experience first (reverse chronological order) and work backwards as you remember your experiences. Be sure to add dates (month/year)
2. Don't feel bad if you have little or nothing to add to a section. The worksheet is only meant to inspire possible connections and capture the information in one place.
3. Do not eliminate categories on the worksheet, you may need to add information to that section in the future.
4. Copy/paste sections if you need additional space.
5. Add your own sections and headings if you need them
6. This worksheet is for your benefit and reference. **It is not a document that you would offer to a prospective employer or organization.**
7. Always date the latest version of your updates!

Updated on: 00/00/00

PERSONAL INFORMATION:

Name:
Street Address:
City:
State & Zip:
Phone:
Email:
Social Media links (example: portfolio website; MassArt Portfolio/Behance; LinkedIn etc):

EDUCATION

1. Most recent college:	City & State:
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Degree Received/ Expected:	Year of Graduation:
Major:	Special Honors:
2. Previous College/ School:	City & State:
Degree Received/ Expected:	Year of Graduation:
Major:	Special Honors:
3. Previous College/ School:	City & State:
Degree Received/ Expected:	Year of Graduation:
Major:	Special Honors:

HONOR AWARDS, SCHOLARSHIPS, AND SOCIETY MEMBERSHIPS

Organization:	Award:	Year(s):
Organization:	Award:	Year(s):
Organization:	Award:	Year(s):

Organization:	Award:	Year(s):
Organization:	Award:	Year(s):
Organization:	Award:	Year(s):

SOFTWARE, COMPUTER SKILLS, TECHNICAL & OTHER SKILLS

List computer programs or technical expertise that may be relevant (Example: Adobe Photoshop, Illustrator, In Design, After Effects, Microsoft Word, Excel etc.)

ART/DESIGN SKILLS

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LANGUAGES

Language:	<input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate
Language:	<input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate
Language:	<input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate
Language:	<input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate

WORK EXPERIENCE

This section can include both your paid employment as well as internships (both paid and unpaid). List in reverse chronological order (most recent will be listed first)

Organization:
City and State:

Name of Supervisor/Title:

Your Title

Start and End Dates (month(s)/year(s))

Duties and Responsibilities:

This is what I learned/what I am most proud of:

Organization:

City and State:

Name of Supervisor/Title:

Your Title

Start and End Dates (month(s)/year(s))

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Your Title

Start and End Dates (month(s)/year(s))

Duties and Responsibilities:

This is what I learned/what I am most proud of:

VOLUNTEER EXPERIENCE

Details are important: did you work with a group of people? How many were in the group? Did you have a leadership role? Some other role? Teaching and tutoring others are common volunteer experiences that can highlight presentation and public speaking skills. If your experience involved children or teens, it's helpful to record the general age range you worked with.

Organization:
City and State:
Name of Supervisor/Title:
Your Title
Start and End Dates (month(s)/year(s))
Duties and Responsibilities:
This is what I learned/what I am most proud of:

Organization:
City and State:

Name of Supervisor/Title:

Your Title

Start and End Dates (month(s)/year(s))

Duties and Responsibilities:

This is what I learned/what I am most proud of:

Organization:

City and State:

Name of Supervisor/Title:

Your Title

Start and End Dates (month(s)/year(s))

Duties and Responsibilities:

This is what I learned/what I am most proud of:

EXTRACURRICULAR ACTIVITIES (sports, dance, theater etc.)

Activity :		Organization :	
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Year (start-end)

Describe your role/what you are most proud of from this experience:

Activity :		Organization :	
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Year (start-end)
Describe your role/what you are most proud of from this experience:

Activity :		Organization :	
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Year (start-end)
Describe your role/what you are most proud of from this experience:

INTERESTING AND/OR NOTEWORTHY CLASSES or PROJECTS

Are there particular classes or projects that were favorites or that you excelled in? Classes or projects that provided insight (about yourself or something that is important to you)? Any classes where you had to collaborate with other students? Did you take a

class within the COF? MIT? Did you take classes outside the requirements /normal parameters of your degree?

Be specific. Write the entries as you did for your work/internship experiences.

Class or Project Name:		Dates (start-end)
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Class/Project Description:
Describe your role/what you are most proud of from this experience:

Class or Project Name:		Dates (start-end)
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Class/Project Description:

Describe your role/what you are most proud of from this experience:

Class or Project Name:		Dates (start-end)
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Class/Project Description:

Describe your role/what you are most proud of from this experience:

INTERESTS

List your specific passions/interests other than your major. (Example: photography, theater, music (what kind?), cooking etc). Are there issues or topics that are important to you (example: environmental issues, health, sports etc.)? Be specific.

STUDENT LEADERSHIP

Organization:
City and State:
Name of Supervisor/Title:
Your Title
Start and End Dates (month(s)/year(s))
Duties and Responsibilities:

This is what I learned/what I am most proud of:

Organization:

City and State:

Name of Supervisor/Title:

Your Title

Start and End Dates (month(s)/year(s))

Duties and Responsibilities:

This is what I learned/what I am most proud of:

Organization:
City and State:
Name of Supervisor/Title:
Your Title
Start and End Dates (month(s)/year(s))
Duties and Responsibilities:
This is what I learned/what I am most proud of:

Exhibitions (Solo and/or Group Shows)

List host gallery/organization, show title, location, and mo/yr. List any exhibition awards you received

Gallery/Organization, Show Title	City, state, year	Awards (if applic)
Examples: <i>MassArt Student Life Gallery, All School Show</i>	<i>Boston, MA May 2018</i>	<i>President's Award</i>
<i>ID Spring Show, MassArt DMC Atrium</i>	<i>Boston, MA May 2018</i>	

Gallery/Organization, Show Title	City, state, year	Awards (if applic)
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Gallery/Organization, Show Title	City, state, year	Awards (if applic)
Gallery/Organization, Show Title	City, state, year	Awards (if applic)
Gallery/Organization, Show Title	City, state, year	Awards (if applic)

FILM/ANIMATION (if applicable)

If you wish, you can name this section Production Credit, Production Experience, Editorial Experience, Camera Experience. Use this section to list project based film/videos or animations. Focus on key projects (MassArt or beyond) but don't include every class assignment.

Identify your role, "Project Title" (Project Length/type, format) Production Company/Organization, city & state, year produced. Any film festival screenings, Festival awards, Year.

Role/Title of Work/Length/Format	Production Co/Org, City, State, Date	Awards (if applic)
Example: Editor, " <i>Hair</i> " (12 minute 8mm film)	MassArt, Boston, MA, 2017	

		<i>Experimental Film Festival, Audience Award, 2018</i>
Role/Title of Work/Length/Format	Production Co/Org, City, State, Date	Awards (if applic)
Role/Title of Work/Length/Format	Production Co/Org, City, State, Date	Awards (if applic)
Role/Title of Work/Length/Format	Production Co/Org, City, State, Date	Awards (if applic)
Role/Title of Work/Length/Format	Event/Showing/Date:	Awards (if applic)
Role/Title of Work/Length/Format	Event/Showing/Date:	Awards (if applic)

FREELANCE EXPERIENCE

First you will describe your business, types of clients and what you are most proud of, then you will list the names of the clients you have worked with.

Describe your business- What services did you offer? What types of projects did you complete?

Describe who your clients are, how you attracted them as clients (your marketing strategy). Did you work with clients in a particular cluster or industry (example: small businesses, non-profits, musicians etc.)?

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Accomplishments: Which freelance experiences are you most proud of? What did you learn?

FREELANCE CLIENTS

Name of Client, City, State	Description of work completed:	Mo/Yr
<i>Example:</i> The Bakers Dozen, Cambridge, MA	Designed logo, menu. Photographed cakes and other baked products for website.	June 2018

Name of Client, City, State	Description of work completed:	Mo/Yr:
Name of Client, City, State	Description of work completed:	Mo/Yr
Name of Client, City, State	Description of work completed:	Mo/Yr
Name of Client, City, State	Description of work completed:	Mo/Yr
Name of Client, City, State	Description of work completed:	Mo/Yr

QUESTIONS FOR REFLECTION

The following questions may help you think about your experience in a different way. If you find you are thinking of an experience that you have not recorded, be sure to add it above.

- How old were you when you first started working? What was your first job (aside from chores at home)?
- Have you had an experience that you felt a heightened sense of responsibility and accountability? Which one(s) are you thinking about? Why did you feel that

way? Looking at your background above, what has been your favorite experience so far? Why?

- Does your background include working on a staff or a team (ex: camp, volunteer work, job, student leadership etc.)? If so, what did that experience mean to you?
- Why did you choose your major? Were you considering another major at one time?
- What is it that you like about your medium/choice of major?
- Have you ever been in a situation where you needed to take initiative? Please describe:
- When you look at your passions/interests, which one(s) would your best friend say “that is so you!”. What do those passions/interests mean to you/say about you?
- Have you ever had an experience when you lost track of time, you were “in the zone” because you were so immersed in the project or job? Please describe:
- When you consider your experience (jobs, volunteer work etc.) what were the responsibilities you really enjoyed? The ones you excelled at? What responsibilities did you not like/would prefer not to do?
- Looking at your experience, did you need to solve or help solve any problems that popped up? Were you ever faced with a situation that you resolved that you were especially proud of? Please describe:
- Looking at your background above, what do you think your strengths are? For example, have you demonstrated strong communication skills? If so, what experience (above) demonstrates that skill? List at least 3 strengths you believe you have and the experience that demonstrates them.