

Robert R. McComsey Career Development Center



Resumes and Cover Letters for Artists

Alfred University
Alfred NY 14802

Phone: 607-871-2164
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www.alfred.edu/cdc - cdc@alfred.edu

Appointment Hours: 8:30-4:30 Mon, Tues & Fri
Walk-in Hours: 10:00-4:00 Wed & Thurs only

“Professionalism in one’s artwork has a way of also coming out in presentation and paperwork”.

-Lisa Drost, Exhibitions Coordinator, University of Miami
(in a letter to the editor of ArtCalendar magazine, 5/97)

In your field, resumes and cover letters will serve many different purposes. Are you searching for an apprenticeship or internship? Are you submitting your work to a juried show? Do you want to work in a gallery? Are you trying to get a teaching position? Are you a performer working with an agency? Your resume and cover letter will look very different for each of these positions.

General Categories for Artists

All categories should be listed in order of their relevance to your objective. For example, if you’re interested in getting your work shown in a gallery, list your exhibitions, grants, prizes etc. prominently. If you want to work as a commercial artist, you would probably not list your exhibitions.

Contact Information

Include name, college address, and permanent address. Add an e-mail address if you use it, and a URL to any website you might want to showcase. Performing artists, you will also add height, weight, eyes, hair color, age, as appropriate to your objective. You will also add your objective in this section, for example: John Smith, Tenor; or John Smith, Comedian.

Education

List Alfred University information first, if that is your most recent college attended. Be sure to indicate your degree (Bachelor/Master of Fine Arts...) and your major(s) and concentration(s). If you’ve attended other colleges or studied abroad, put it into this category. Also, residencies, extended seminars, study abroad or workshops may also appear in this category. If you have permission, consider including the names of your teachers, coaches or faculty members.

Artistic/Technical Skills

If you don’t have much art related experience, or are looking for a design position, this category will be very important. List your artistic skills, software you can use, studio skills, competencies, and anything else that relates to the position you’re seeking.

Experience

Obviously, art-related experience is going to be most impressive on your resume. However, if you don't have any, you need to indicate that you've had some sort of work experience even if unrelated. It can sometimes be difficult to figure out what belongs, what doesn't, and how to word the skills you used. If you are getting frustrated, please come in and talk to one of the counselors at the CDC about how to best express your skills.

- Full-time, part-time, internship, volunteer, summer jobs – consider everything fair game on your resume at first. You can be selective after you meet with a counselor to see what's appropriate.
 - Include work-study experience, especially if you got it in Harder or Miller.
 - If you've assisted a visiting artist or faculty member, it may be relevant to include here
 - Performing artists, you will have much experience by the time you graduate.
 - Class projects and assignments can also be listed here, especially for design students. Check with a CDC staff member for ideas on wording.

Activities

College-related activities you've participated in may have a place on your resume if they relate to your career goals. If you've held an office (President, Captain, Inter-Fraternity Council Representative) it will demonstrate leadership and communication skills. If the activity or organization name isn't self explanatory, add a line of explanation, e.g. *Forest People Outing Club, 2001. Planned excursions across the United States.* Depending on the activity, you may want to list it as experience instead of burying it in this category.

Honors/Awards

If you have won arts-related awards or prizes, list them with a line of explanation. If your honors are scholastic in nature, list them underneath the education section.

Teaching and Lecturing/Presentations

If you've guest lectured anywhere, presented seminars, taught undergraduate classes, taught summer classes to high school students, instructed adults during specialized classes, or taught at a summer camp for the arts, you may want to include it.

Exhibitions (visual artists)

List every place that has shown or handled your work, even if the location has closed since then. Each entry should include the title of the show, the type of work shown, nature of the show (juried, one-person, second annual...), name, city and state of the gallery or space, and year of the exhibition. If you have many exhibitions to your credit, subdivide them into categories such as one-person, group, juried, or invitational shows.

Performing, stage management, set design credits

Divide into categories, e.g. musical theatre, choral, theatre, radio, television. You will list only your title, the production and the location, usually not any descriptive text.

Head shots (performing artists)

There are several great websites to use if you are just getting started thinking about a headshot to use on the back of your one-page resume. This will be a black-and-white, full page photo shot against a background that compliments your coloring and appearance. Ask your faculty for recommendations to help you get started.

Other categories may include

- ♦ Commissions/Freelance work
- ♦ Special Projects
- ♦ Professional Affiliations
- ♦ Collections (names of major collectors, cities in which they are located)
- ♦ Community Activity
- ♦ Notices and Reviews (name of publication, date of review, title of article, name of the critic or juror)
- ♦ Consulting
- ♦ Shows organized or curated
- ♦ Special skills/talents (languages, dialects, unique talents as appropriate to your objective)

The Cover Letter

Yes, you do need one, even if you're just handing your resume to someone, or are following up on a tip that someone gave you. It's a courtesy and is the professional way to do things. An employer may call it a letter of interest, a letter of intent, a statement of goals, or something similar – but it really means a cover letter.

The biggest consideration in writing your cover letter is to refer to the position you're applying for and tailor your letter directly to it. Mass-produced letters are easy to spot and generally don't impress.

These guidelines apply to artists seeking jobs, internships, residencies, etc. If you are putting together a packet for gallery representation, there are slightly different guidelines. Please see a counselor at the CDC or talk to one of your professors to get their ideas.

One of the biggest mistakes a person can make with a cover letter (besides typos or other errors) is to be too general. The letter should be an introduction to you, and therefore something no one else can write. Statements like "my previous work experience has given me the skills to succeed as a gallery assistant" are much too vague. This is better: "My concentrations in art history and mixed media sculpture will allow me to knowledgeably answer questions of gallery customers. Also, my three years of experience in a Manhattan retail sales environment has given me a good foundation in customer service philosophy."

Remember that artists are very sensitive to presentation. An easy way to make a good first impression is to coordinate the paper, fonts, and headings that you use for your resume, cover letter and reference page so that they look like they belong together

Related Services from the CDC

- ♦ Put your resume online through Handshake, via our website.
- ♦ 24-hour resume critiquing service (also for cover letters, thank you letters or any other job search document). Drop it off in person or send your file to <cdc@alfred.edu>
- ♦ Resume and cover letter guides in our career library
- ♦ Ask to be on the Art Jobs/Internships e-mail newsletter (email cdc@alfred.edu to be included)
- ♦ Make an appointment for individual assistance with resume/cover letter development

Kieran O'Connor

44 Powell Campus Center, Alfred NY 14802 ♦ 607-587-1234 ♦ kieranclay@hotmail.com

EDUCATION

New York State College of Ceramics at Alfred University – Alfred NY

Bachelor of Fine Arts expected May 2003, concentration in Functional Ceramic Art

Haystack Mountain School of Crafts – Hilltop NC. Scholarship Student summer 2002

Functional ceramic workshop with focus on alterations of wheel thrown pots and the process of once firing using slips and glazes in a soda kiln.

Peters Valley Craft Center - Wayne NJ. Scholarship Student summer 2001

Functional ceramic workshop with focus on alterations of wheel thrown pots and ash glazes.

EXPERIENCE

International Museum of Ceramic Art – Alfred NY. Museum Assistant, 1999-present

Daily involvement with accessioning, packing and storing ceramic works.

Assist in exhibition publicity, preparation and setup.

Greet and talk with visitors from all over the world.

Division of Ceramics – Alfred University. Liberal Arts Pottery Teacher's Assistant, 2001

Prepared all glaze and raw materials; responsible for all glaze and bisque firings.

Maintained a clean and organized studio.

Assisted in class discussions and demonstrations.

Provided individual assistance with technical and conceptual problems with pottery making.

Long Lake Camp for the Arts – Long Lake, NY, Summer 1999

Photography Instructor – Summer 1999

Developed and taught traditional photography courses as well as courses focused on alternative processing and photographic use in mixed media.

Organized field trips focused on photography and site-specific sculpture.

Maintained an organized and clean studio environment.

ARTISTIC SKILLS

Ceramics: Throwing; handbuilding, firing electric, gas, salt, soda and wood kilns; ceramic raw materials and ceramic science; kiln maintenance, repair and building; and individualistic expression in functional ceramics.

Glass: Technical competence in hot and kiln casting techniques; leading, firing and staining flat glass; slumping and fusing; basic knowledge of glass-blowing; some lampworking skills

Metal: Casting aluminum, bronze and iron; basic skills in welding, torch cutting and finishing of metals

EXHIBITIONS

Potluck – Robert Turner Gallery, Alfred University, 2002

Group exhibition of functional ceramic work

I Fired My Teacher – Robert Turner Gallery, Alfred University, 2002

Group exhibition of functional ceramic work

Alfred University Summer Show – Fosdick Nelson Gallery, 2001

Faculty chosen student work. Ceramic doll sculptures and teapot.

Permanent Display - Robert R. McComsey Career Development Center, Alfred University

Ceramic Sculpture

Madd Hatter's Tea Party – Portland, ME, 1999 and 2000

First place photography, Second place sculpture, Honorable Mention drawing

Sample – suitable for design-related jobs and internships

COLLEGE: 000 Powell Campus Center, Alfred NY 14802. 607-871-1000
PERMANENT: 3615 Military Road, Columbus OH 10000. 210-123-4567
EMAIL: morenoh@alfred.edu

KATHLEEN H. MORENO

EDUCATION

Alfred University, School of Art and Design, Alfred NY

Bachelor of Fine Arts degree candidate, May 2003

Concentration: Graphic Design

BRNO University of Technology, Prague, Czech Republic

Study Abroad – took courses in graphic design and product design, Spring 2000

EXPERIENCE

Diane Tivoli Branding and Identity, Columbus OH

Design Intern, Summer 2002

Assisted design staff with projects including package design corporate identity, and web design.

Researched target audiences, outlined individual solutions and assisted in client presentations

Department of 2-D Studies, Alfred University

Computer Graphics Lab Supervisor, Academic Years 2001-03

Administrated and coordinated the use of the computer lab

Served as Technical Consultant and provided assistance to students and faculty

Assisted faculty in developing graphic presentations

Ballibay Camp for the Arts, Ballibay PA

Instructor/Counselor in Graphic Design, Summer 2000

Designed and taught courses in graphic design, digital printmaking, airbrushing, and print design to teenagers

TECHNICAL SKILLS

Adobe Photoshop, Adobe Illustrator, Adobe Premier, Adobe Director, Aldus Pagemaker, QuarkXPress, Macromedia Freehand, Dreamweaver, SoundEdit 16, Advanced Typography, Toast, Streamline, HTML programming, Windows '99, Microsoft Excel, Access, Word, Publisher.

ACTIVITIES

Student Senate – Finance Chair, 2001 Develop and administer budget for 60 student organizations

Women's Varsity Soccer, 2000-present. Captain 2002

American Red Cross Blood Drive volunteer, 1997-present

KOREN THERESA LOPEZ

Lopezkt@alfred.edu

College Address:
17 Main Street, Apt. A
Alfred, NY 14802
12345
555-555-5555

Permanent Address:
17 Imagine Drive
Lennonville, NY
666-666-6666

EDUCATION

Alfred University, Alfred NY May 2003
Bachelor of Fine Art, Minor in Education. Concentrations: Ceramics, Photography and Painting
New York State Initial Certification in Art Education, K-12

TEACHING EXPERIENCE

Wayland-Cohocton Central School, Wayland NY

January – May 2003

Student Teacher, High School Art (grades 7-10)

- Prepared lesson plans for painting, drawing, sculpture, and graphic design courses
- Designed photography unit in which students developed their own black and white photography
- Integrated topics in science, history and mathematics.

Andover Central School, Andover NY

October 2002

Practicum Teacher, Elementary Art

- Observed lessons in calligraphy, puppetmaking and mixed media
- Guided an outdoor art education workshop for students

Zoar Valley Girl Scout Camp, Springville NY

Summer 2002

Photography Instructor

- Developed and taught lessons in black and white photography for girls ages 12-18
- Served as a cabin counselor; supervised girls after structured activities were over

RELATED EXPERIENCE

Photographer Cameron Peterson, Buffalo NY

Summer 2001

Artist Assistant Internship

- Completed studio activities and maintenance; installed and took down exhibitions.
- Represented Mr. Peterson at various festivals in the Buffalo area.

Alfred University Admissions Office

2000-present

Campus Tour Guide

- Conducted tours for prospective students, parents, and special University guests.
- Represented Alfred by participating in panel discussions during open house visitation weekends.

HONORS and AWARDS

Presidential Scholarship, Alfred University, 1999-2003

Alfred University Scholar (member of competitive, thesis-based honors program), 1999-2003

Senior Art Award, Alfred University (selected by faculty after senior show), 2003

PROFESSIONAL DEVELOPMENT

Child Abuse and Reporting Seminar, Alfred University 2002

Technology in the Classroom, Wayland-Cohocton in-service training, 2002

Designing Integrated Curriculum, Wayland-Cohocton in-service training, 2002

References, Portfolio and Slides are available upon request

Mary Matte

39 Old Lake Road, Alfred, New York 14802
607-587-1234
jobsearch@alfred.edu

Objective	To obtain a summer job/internship in photography
Education	Bachelor of Arts , anticipated May 2004 Alfred University, Alfred NY Fine Arts Major with a minor in Critical Discourse GPA 3.5 out of a possible 4.0
Experience	Photographer/Visual Resource Assistant , 9/00 - present Scholes Library, Alfred University, NY <ul style="list-style-type: none">◆ Photographed material for library collections◆ Catalogued slides◆ Conducted research for collections and assisted patrons Staff Photographer , January 2001-present Fiat Lux (Alfred University student newspaper) <ul style="list-style-type: none">◆ Photographed sports, entertainment and other campus events Stage Hand , 9/01 - present Alfred University, Alfred NY <ul style="list-style-type: none">◆ Sound and light technician for dance productions◆ Property master for various theatrical productions Salesperson Michael's Arts and Crafts, Rochester NY <ul style="list-style-type: none">◆ Advised customers with framing and other craft/artistic needs.◆ Worked the cash register.
Photography skills	Developing black & white and color film and prints Use of 35mm, medium and large format cameras Cyanotype, Vandyke, Liquid light, Kallitype, Gum Bichromate and Quickprint techniques Experience with video editing and iMovie Basic knowledge of studio lighting
Computer skills	Adobe Photoshop, Pagemaker, Illustrator, Premiere, Acrobat; QuarkXPress, Macromedia Flash, Dreamweaver, Director FrontPage, Fusion, Microsoft Office Programs (Word, Excel, Publisher)
Awards & Exhibitions	Published in Best of College Photography Annual 2002 Sophomore Award (One of only five students selected by faculty), 2002 Honors Show, The Brick Gallery, Alfred NY, 6/01 Arizona Show, Kenyon-Mazon Gallery, New York, NY 5/00

Sample MFA Resume geared toward teaching jobs (note – this is shorter than yours would probably be)

CHRISTOPHER MARTIN

260 Sunset Place, Almond NY 14804

Phone: 607-555-1234

Email: Martin_C@infoblvd.net

Education

2004 MFA Sculpture and Dimensional Studies, Alfred University

1999 BFA in Sculpture, Mixed Media Focus, University at Idaho

Experience

2003-2004 Teaching Assistant, Freshman Foundations, Alfred University

2003 Instructor, Mixed Media Sculpture summer classes, Alfred University

2002-2003 Resident Artist and Teacher, John Michael Kohler Art Studio, Sheboygan WI

2002 Art Educator, Middleheim Open Air Museum of Sculpture, Belgium

2000-2003 Studio Assistant and Teacher, Hot Soup Glass, Philadelphia PA

1999-2000 Metal and Glass Sculpture Teacher, Buck's Rock Performing and Creative Arts Camp, CT

Exhibitions

2003 Dean Smith Gallery Show, Philadelphia PA (Two-person show)

MFA first-year show, ArtSite, Wellsville NY

2002 "Open Your Eyes", Middleheim Open Air Museum of Sculpture, Belgium

"Snow", Public art installation for Jensen Park, Belgium

"Letters From the Void", Gallery 244, New York, NY (Group show)

2001 Curated "Collaborations in Glass", Artsite, Wellsville NY

Allen Award Exhibition, Mixed media sculpture, Alfred NY

2000 HIS + HERS + OURS, Arts Council of Pittsburgh (Group show)

1999 "Popsicle", Lost Angel Glass, Corning NY (Solo show)

1998 "Reanimate" Metal sculpture, The Blue Sky Gallery, Bend Oregon. (Juried)

Awards and Grants

2002 Kelly Jones Memorial Award for Sculpture, Philadelphia Cultural Alliance

Best in Show, Letters from the Void, NYC

New York Foundation for the Arts Fellowship recipient for collaborative project with Belgian artist Jow Smith

Special Opportunity Stipend, New York Foundation for the Arts

1999 University at Idaho NCECA Scholarship

Professional Development and Workshops

2003 Advanced Lampworking, Alfred University

2002 Brass and Gold workshop, Peter's Valley, NJ

2001 Working With Color in Glass Casting, Corning Glass Museum NY

1999 NCECA Conference panel presenter, "name of panel"

Gallery Representation

Gallery 244, New York City

The Blue Sky Gallery, Oregon

Sample Cover Letter: Internship

000 Powell Campus Center
Alfred, NY 14802

JUNE 6, 2002

Kimberly Smith, Executive Director
CityArts, Inc.
225 West 14th Street
New York, NY 10012

Dear Ms. Smith:

In May I will complete the junior year of my BFA at the School of Art and Design at Alfred University, and I am eager to get an internship in New York City in the field of painting and drawing. I noticed your description on the Alfred University website; I am writing to apply for the position of Artist Assistant.

For the first two years in the art school, I was fortunate to receive a well-rounded exposure to many different media. Although I worked in ceramics, video, glass, wood, photography and mixed media, I have decided to concentrate on my first love: painting on a large scale. In addition, I've worked for three years at a Hallmark store in Connecticut, which gave me an excellent background in working with supervisors and training new employees. Although I began as a clerk, within a few months I was given responsibility for all art-related duties of the store including ordering art supplies, designing window displays, creating large posters and designing advertisements.

I'm very interested in your commitment to the neighborhoods of New York and to children who traditionally haven't had exposure to the arts. At Alfred University, I had the opportunity to take some Art Education classes in which I learned how to teach children and adolescents and instill in them an appreciation for the arts. Through my leadership experience as Community Programs Chair of Alpha Phi Omega, I coordinated several local service programs with area youth and collaborated with college officials and community members in raising money for local organizations.

Enclosed is a copy of my resume for your consideration. I will call you within two weeks to see if we can set up a time to meet and discuss how I could contribute as an Artist Assistant at CityArts, Inc. In the meantime, if I can provide you with additional information, slides or a portfolio, please contact me at my college address or phone number. Thank you for your time and consideration.

Sincerely,

Kathleen H. Moreno

CORY SILVERMAN

COLLEGE

92 Powell Campus Center
Alfred, NY 14802
607-871-8888

AFTER MAY 18, 2004

17 Mill Street
Cheektowaga, NY 14659
716-542-8425

E-MAIL

corysilverman@alfred.edu

Mr. Gilderoy Lockhart
Albright Knox Art Gallery
1 Walden Street
Buffalo, NY 14798
March 15, 2002

Dear Mr. Lockhart:

I am writing in response to your advertised opening in the March 14 edition of the Buffalo News for a Junior Graphic Designer. In May of this year I will graduate with my BFA in Graphic Design from Alfred University in western New York, and I will be relocating to Buffalo in early June.

I understand that you are seeking a designer with strong Macintosh skills in Adobe PhotoShop, Illustrator, and QuarkXPress, and who can work in a collaborative environment on both print and web media projects. I believe the combination of my education, internship experience, and project work has provided me with a solid skill base that would enable me to meet your requirements.

One of my recent projects involved working with the Wellsville Area Chamber of Commerce to develop a coordinated brochure, logo, stationary and signage for the city. This opportunity to manage a project from start to finish taught me some valuable skills in working with clients and adapting to last minute requests and changes. I have also created posters and brochures for the Career Fair on campus, one of which won a campus-wide award for Best Event Promotion. This past summer I interned here at Alfred University as part of the web development team for the College of Ceramics. As my first work experience in web design, I found it an incredible opportunity to work with a team of people on a common design project.

I have enclosed my resume and samples of my design work for your review, and I can be available for a phone or personal interview at your convenience. Please feel free to contact me at my email or college address until May 15 or at my new address after that date. Thank you for your consideration; I look forward to talking with you.

Sincerely,

Cory Silverman
Enclosures: Resume and design samples

Last edited 3/25/10

Alfred University
McComsey Career Development Center
Saxon Drive, Alfred NY 14802 (t) 607-871-2164 (f) 607-871-2791 (e) cdc@alfred.edu