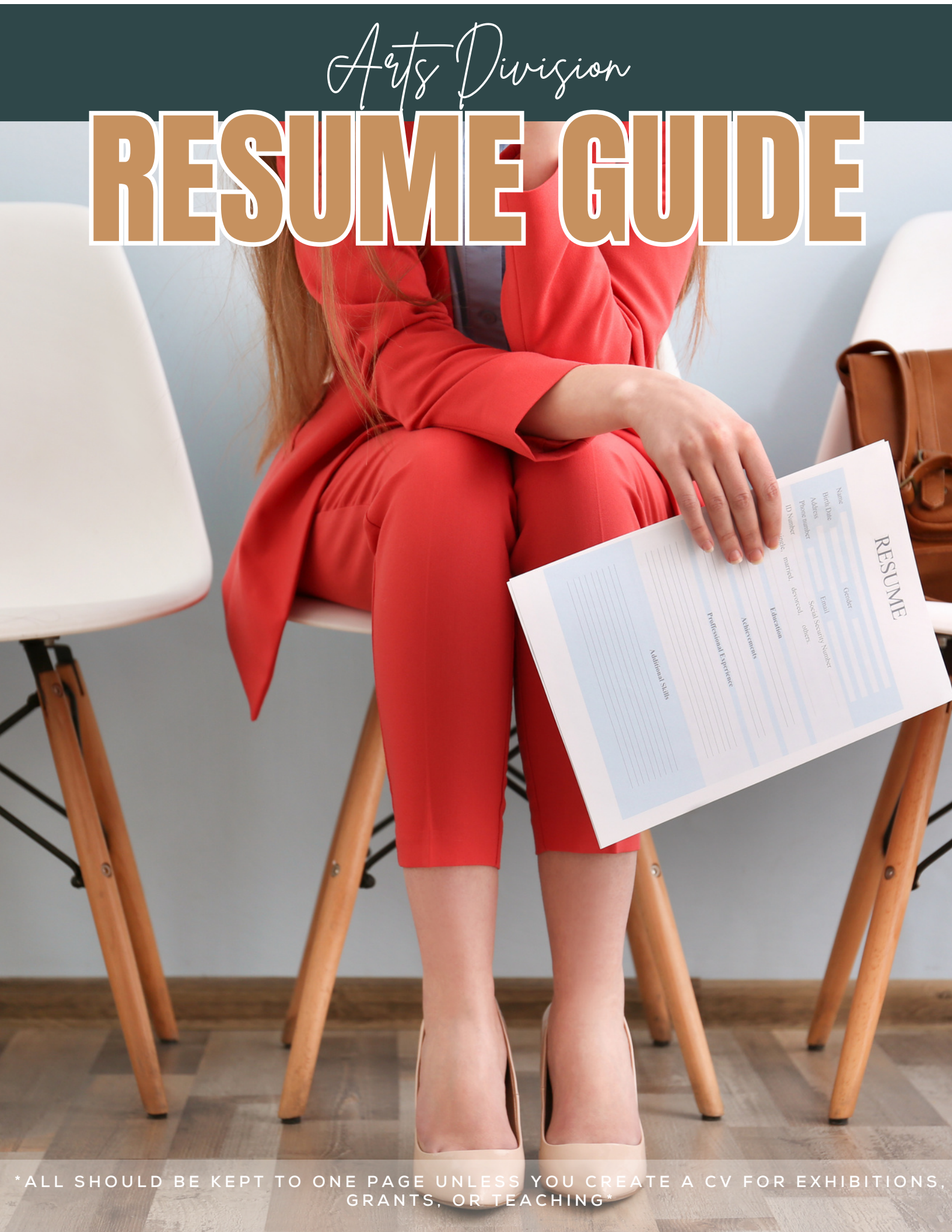


Arts Division

RESUME GUIDE

A woman with long brown hair, wearing a bright red suit and beige high-heeled shoes, is sitting on a white modern chair with wooden legs. She is holding a resume form in her lap. The form is titled 'RESUME' and has various sections for personal information, education, and professional experience. A brown leather bag is visible on the floor next to her.

RESUME

Name	Gender
Birth Date	Email
Address	Social Security Number
Phone number	Others
ID Number	Education
Married, divorced, widowed, single	Address(es)
	Professional Experience
	Additional Skills

ALL SHOULD BE KEPT TO ONE PAGE UNLESS YOU CREATE A CV FOR EXHIBITIONS, GRANTS, OR TEACHING



ANIMATION & GAMING

ART IS A PORTFOLIO FORWARD DRIVEN CAREER.
YOUR RESUME WILL SUPPORT YOUR PORTFOLIO.

PROJECT BASED RESUME

Follow the [general ATS resume guide](#).

Studios often prefer a clean resume.

This guide will walk you through how to create a basic, clean resume.

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information.

SKILLS SECTION

- Include specific software you are experienced with and level of experience (proficient, beginner, advanced, etc.)

PROJECTS SECTION

- Include school and outside of school projects. Be specific about your role in those projects.

WORK EXPERIENCES SECTION

- Adapt all your work experiences to highlight the skills that overlap for the field you are seeking work in. Your Career Specialist can assist.
- Elaborate on your software use and how it benefitted you in each project

INCLUDE ALL RELEVANT EXPERIENCES

- Game jams
- Collaborative games
- Freelance commissions
- Personal animations

AUDIO ARTS



PROJECT BASED RESUME

Follow the [general ATS resume guide](#).

This guide will walk you through the outline of basic resume creation.

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information.

PROJECTS SECTION

- Include recorded 12-track EP, live events, church audio support, campus concerts and events, and/or podcast editing experiences

SKILLS SECTION

- Provide software knowledge (pro tools, logic, ableton, reaper, dante, audio consoles, etc.) with level of proficiency (beginner, advanced, expert)

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in Audio Arts careers
- Elaborate on your use of technology for each project and why/how you utilized that particular piece of equipment or software to accomplish a task

FILM AND TV

PROJECT BASED RESUME

Follow the [general ATS resume guide](#).

This guide will walk you through the outline of basic resume creation.

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information. Your portfolio should include: demo reel, IMDb, website, YouTube/Vimeo

PROJECTS

- Include any film and/or TV projects and role you played (director, producer, editor, cinematographer, assistant director)
- Outline your specific contributions to the project (managed production schedule, coordinated crew, edited footage, etc.)
- This includes class projects

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in film and TV
- Elaborate on software knowledge for each task and incorporate why you utilized that particular medium and how it benefitted you

SKILLS

- Include software knowledge (Premiere, DaVinci Resolve, Final Cut, After Effects, Media Encoder) along with level of proficiency (beginner, intermediate, advanced)





FINE ARTS

ACADEMIC (CV) BASED RESUME

IF INTERESTED IN TEACHING, GALLERY ARTIST, EXHIBITIONS, GRANTS, OR RESIDENCIES

TRADITIONAL RESUME

IF INTERESTED IN MUSEUM, GALLERY ADMINISTRATION, NON-PROFIT, OR COMMERCIAL DESIGN

Follow the [general ATS resume guide](#).

This guide will walk you through how to create a basic, clean resume.

Include: Art exhibitions, shows, juried exhibitions, commissioned artwork, murals, public installations, volunteer art projects, and/or artist residencies, Etsy shop, etc.

WORK EXPERIENCE SECTION

- Work your medium (whether that be software or style) into each bullet point and elaborate on that choice and how it benefitted you
- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in Fine Arts

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information.

OBJECTIVE/PURPOSE STATEMENT

- Utilize this opportunity to make your artist's statement, describe your style and your goals.

SKILLS

- Include style specifics: Oil painting, acrylic, watercolor, ceramics, sculpture, and printmaking
- Include software knowledge specifics with level of knowledge (proficient, advanced, beginner, etc.)

GRAPHIC DESIGN

CREATIVE RESUME

PORTFOLIO IS KEY!

Follow the general ATS resume guide.

This guide will walk you through how to create a basic, clean resume.

OVERALL DESIGN

- Use typography, spacing, and alignment to create hierarchy instead of relying on color or graphics
- Ensure consistent spacing, strong typography, logical alignment, and plenty of white space
- Do not include: heavy graphics, decorative fonts, large icons, etc.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in Graphic Design
- Elaborate on client work. If team based, ensure you specifically focus on your contributions
- Work your software knowledge into your work experience section. Describe how and why you utilized that software for that specific project or task
- Work soft skills into your descriptions (presentation skills, client communication, active listening, etc.) as a description of how you accomplished the task

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information
- Ensure that your portfolio is catered to/tailored to the job you are applying for and displays the skill set relative to the job

PROJECTS SECTION

- Highlight ability to develop a brand identity, develop a campaign, and how you go about packaging your vision

SKILLS

- Include your software knowledge (Illustrator, Photoshop, InDesign, Figma, XD, After Effects, etc.) and level of proficiency (basic, intermediate, expert)



JOURNALISM

TRADITIONAL RESUME



Follow the [general ATS resume guide](#).

This guide will walk you through how to create a basic, clean resume.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in Journalism
- Include your software usage into the descriptions and why you chose to utilize that method for that particular project, how it benefitted you

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio (with writing and photography samples) and LinkedIn alongside your contact information.

PUBLICATIONS SECTION

- Include: campus newspaper, magazines, online content, research, editing contributions, etc.



SKILLS SECTION

- Include software skills (WordPress, InDesign, SEO, CMS, etc.) and general skills (fact checking, AP Style) with level of proficiency (beginner, advanced, etc.)
- Show reporting beats:
 - Local government
 - Education
 - Arts & culture
 - Sports
 - Business
 - Environment
 - Politics
 - Community news

MUSIC

PERFORMANCE BASED RESUME

Follow the general ATS resume guide.

This guide will walk you through how to create a basic, clean resume.

MAIN (NAME) HEADLINE

- Provide a link to your digital performance portfolio and LinkedIn alongside your contact information
- If you have an agent: list your agency name, address, phone number, and email address. If you don't: list your own information

SUMMARY SECTION

- Can include an artist statement about overall goals, technique, approach

FOR PERFORMANCE

- Resume includes: Ensembles, Orchestra, Choir, Concerts, Competitions, Festivals

FOR MUSIC EDUCATION

- Resume includes: Lesson planning, Tutoring, Conducting, Private lessons, etc.

FOR COMPOSITION

- Resume includes: Projects, Film scoring, Original works, Published music, Commissions



PHOTOGRAPHY

CREATIVE RESUME

Follow the general ATS resume guide.

This guide will walk you through how to create a basic, clean resume.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in photography
- Describe what tools you utilized and why you selected those tools, as well as what your process was in using those tools

OVERALL DESIGN

- Minimal, clean, elegant typography
- Your website shows your creativity

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information

SKILLS SECTION

- Highlight your software skills (Lightroom, Photoshop, Capture One) with level of proficiency (beginner, basic, advanced, etc.)
- Describe photography equipment experience and technique experience (abstract, adventure, drone, advertising, aerial, architectural, etc.)



RADIO

PROJECT BASED RESUME

Follow the general ATS resume guide.

This guide will walk you through how to create a basic, clean resume.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in radio
- Describe what tools you utilized to accomplish each task and why

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio with demo reel and LinkedIn alongside your contact information

TYPES OF EXPERIENCES

- Include: Campus station, internships, live broadcasts, audio editing, remote interviews, DJ, podcast, sports commentary, etc.
- Promotions & Events: staff station events, give away prizes, coordinated contests, emcee community events, representing the station at public appearances, street team work
- Technical Operations: operating the control board, setting up microphones and equipment, troubleshooting audio issues, managing live broadcasts, operating equipment

SKILLS

- Include software knowledge (Adobe Audition, Pro Tools, Adobe Audition) and general knowledge (broadcast equipment, interviewing, script writing, audio editing, etc.) with level of proficiency

SUMMARY

- Consider including an artist's statement as your summary, describing your goals and overall approach to your work



TECHNICAL THEATER

PROJECT BASED RESUME

Follow the [general ATS resume guide](#).

This guide will walk you through how to create a basic, clean resume.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in technical theater
- Describe what tools you utilized to accomplish each task and why/how it benefitted you

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio (renderings, production photos) and LinkedIn alongside your contact information

SKILLS

- Summarize your skill set (lighting, rigging, carpentry, sound, scenic painting, electric, wardrobe, hair/makeup) and describe your level of proficiency (beginner, advanced, expert, etc.)

PRODUCTION EXPERIENCE

- Include production title, your position, organization or theater, and date

CERTIFICATIONS

- Provide these details (OSHA 10, first Aid/CPR, lift certification, fall protection training, etc.)





THEATER

PERFORMANCE BASED RESUME

OVERALL APPEARANCE

- Print your resume on the back of your recent 8x10 headshot
- Limit to one page
- Sections:
 - Header (includes name, contact info, physical description, and union affiliations)
 - Experience
 - Training
 - Skills

SPECIALIZED SECTIONS

- Header:
 - Physical features: height, weight, eye color, and hair color; voice (soprano, alto, tenor, bass, etc.) and vocal range (C3 to C6)
 - Union affiliations: SAG (Screen Actors Guild), AFTRA (American Federation of Television and Radio Artists), AEA (Actors' Equity Association), AGMA (American Guild of Musical Artists), AGVA (American Guild of Variety Artists)
 - If you have an agent: list your agency name, address, phone number, and email address. If you don't: list your own information
- Experience: List film or show title, role type (lead, principal, supporting, voice over, featured, extra, stunt, etc.), production company, director, and location
- Training:
 - Include your education
 - Detail acting-related workshops, seminars, on-going studio classes, masterclasses, music, dance, martial arts, stunts, and/or private coaching received (include technique used) with studios, teachers, or coaches you worked with and amount of time studied
- Skills:
 - Languages, accents, dialects, impressions, etc.
 - Musical instruments, styles, reading music comprehension
 - Dance (include styles)
 - Combat/weaponry: stage combat, fencing, martial arts, shooting, archery, etc.
 - Athletics (team sports, individual sports, extreme sports, stunts, etc.)
 - Circus Skills (tumbling, juggling, stilts, unicycle, etc.)
 - Etc.: If you have professional credentials outside of acting which may be applicable or helpful on set (nurse, PT)

VIDEO ENGINEERING

PROJECT BASED RESUME

Follow the general ATS resume guide.

This guide will walk you through how to create a
basic, clean resume.

WORK EXPERIENCE SECTION

- Work with your Career Specialist to highlight your past work experiences and draw connections between previously non-directly related jobs to the basic skills required in video engineering
- Describe what tools you utilized to accomplish each task and why you selected that medium/how it benefitted you

MAIN (NAME) HEADLINE

- Provide a link to your digital portfolio and LinkedIn alongside your contact information.

SKILLS

- Elaborate on video systems (Switchers, Tricaster, OBS) and equipment experience with level of proficiency (beginner, advanced, expert)

