



Taking Inventory

Anatomy of an Artist Resume

(with instructions in italics)

Section Header: HEADING, LETTERHEAD, OR LOGO

Name

Address / City, State ZIP

Phone number, email, website

Section Header: EDUCATION

Reverse chronology, most recent first

Institution, City, State

Degree (or anticipated degree) and date

Institution, City, State

Program and date

Section Header: AWARDS

Reverse chronology, most recent first

Award / Scholarship / Notice of Achievement and Date

Award / Scholarship / Notice of Achievement and Date



Section Header: RELATED WORK HISTORY

Reverse chronology, most recent first

Job Title / Institution Name, City, State / Date

.....

Job Title / Institution Name, City, State / Date

.....

Section Header: EXHIBITION HISTORY

Reverse chronology, most recent first

Subsection Header: Solo

"Title of Show," Gallery or Host Organization Name, City, State / Year

.....

.....

Subsection Header: Group

"Title of Show," Gallery or Host Organization Name, City, State / Year

.....

.....

Subsection Header: Juried

.....

.....