

# PERFECTING YOUR P.A.D.



**BY KARA CROWLEY**



**WHO AM I?**

**I AM \_\_\_\_\_**

**I FEEL \_\_\_\_\_**

**I LOVE \_\_\_\_\_**

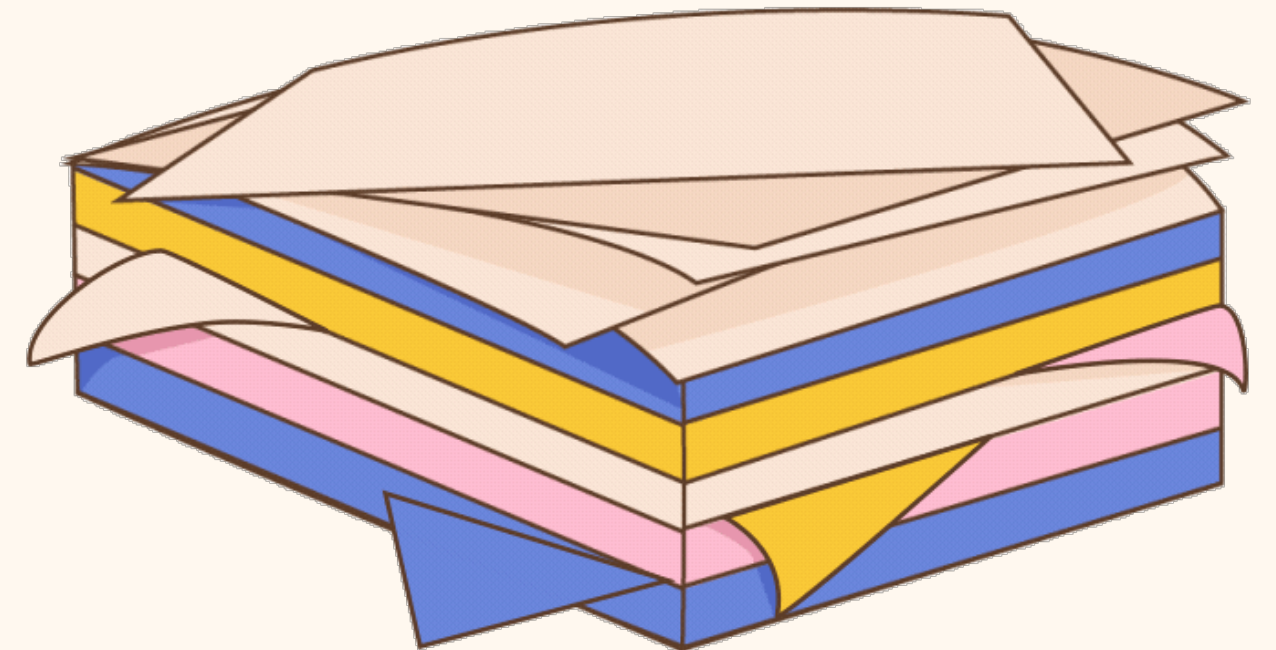
# UNDERSTANDING THE IMPORTANCE OF :

**RESUMES**

**CV'S**

**BIO'S**

- USEFUL TOWARDS: ART SHOWS, GRANTS, JOBS, INTERNSHIPS, ETC.; REPRESENTS WHO YOU ARE TO THE ART WORLD



# RESUMES

- Key components of a resume
  - CONTACT INFORMATION /HEADING
  - WORK EXPERIENCE
  - EDUCATION
  - SKILLS
  - OBJECTIVE (OPTIONAL)
  - REFERENCES

**RESUME WORKSHEET**

ASSIGNMENT UNIT 8 DR. BY RAT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

(Optional)

**HEADING**

Full Name  
Include City, State, & Zip Code  
Include area code

**OBJECTIVE**

This is a one-sentence statement that explains what type of positions and organizations you are seeking. (Ex.: "I am seeking a position as a clerk in an organization with opportunity for growth.")

You can list the skills that you have obtained over the years from work or personal activities that are relevant to the positions you are seeking. (Ex.: "Yes, you can experience running a CMC store, five years inspecting small parts...")

(Optional)

**SKILL SUMMARY & HIGHLIGHTS**

The advantage of using the skill summary is that it shows an overview of your skills. It also places more emphasis on what skills you have held. This is useful if you held jobs that do not pertain to the type of work you are currently seeking.

**EXPERIENCE**

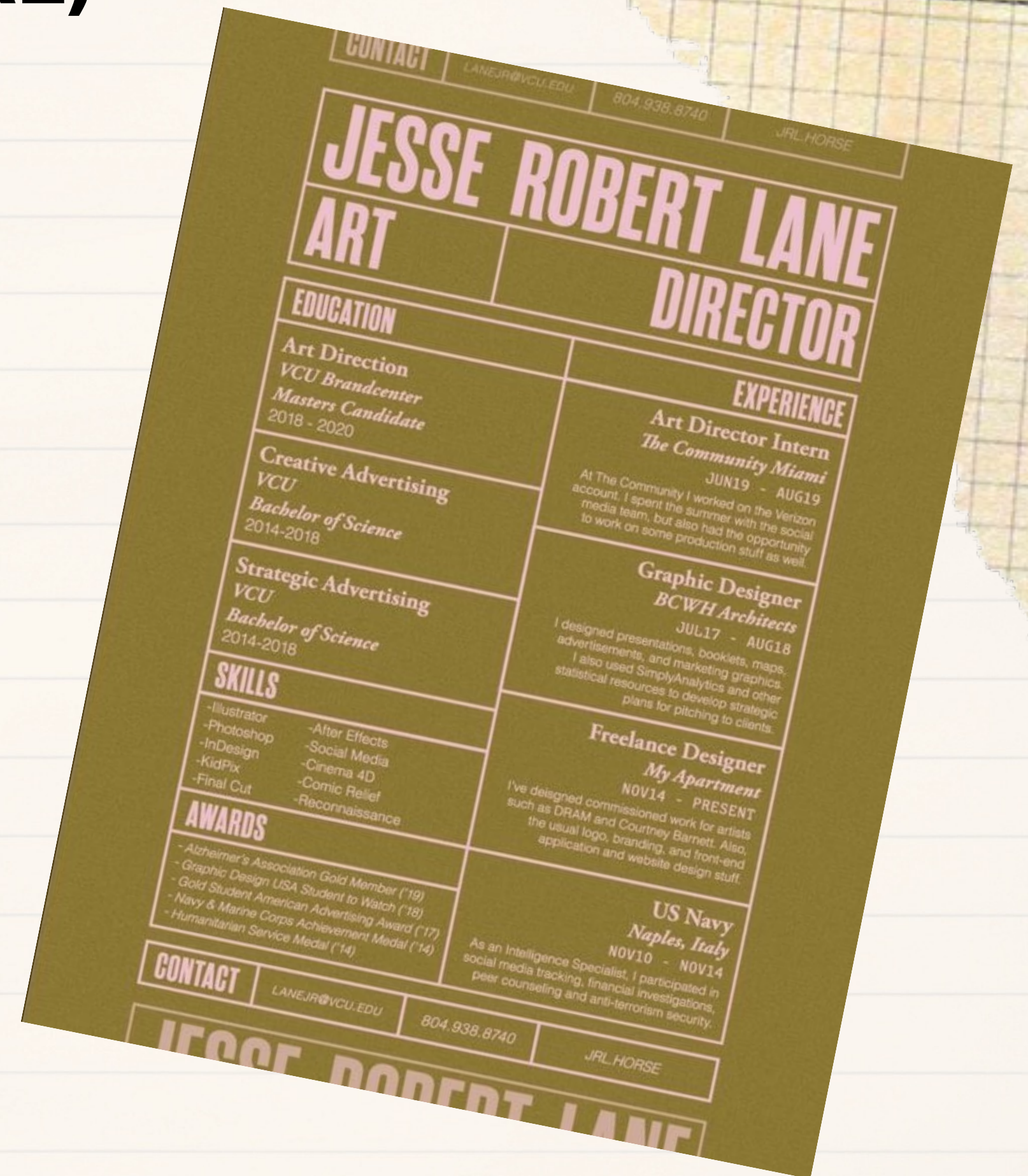
Employer: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Duties: \_\_\_\_\_

Start with your most recent job. Include up to 10 years of work experience.  
Do not include zip codes.  
Include the month and year.

# ART CV'S (CURRICULUM VITAE)

## Key components for a CV:

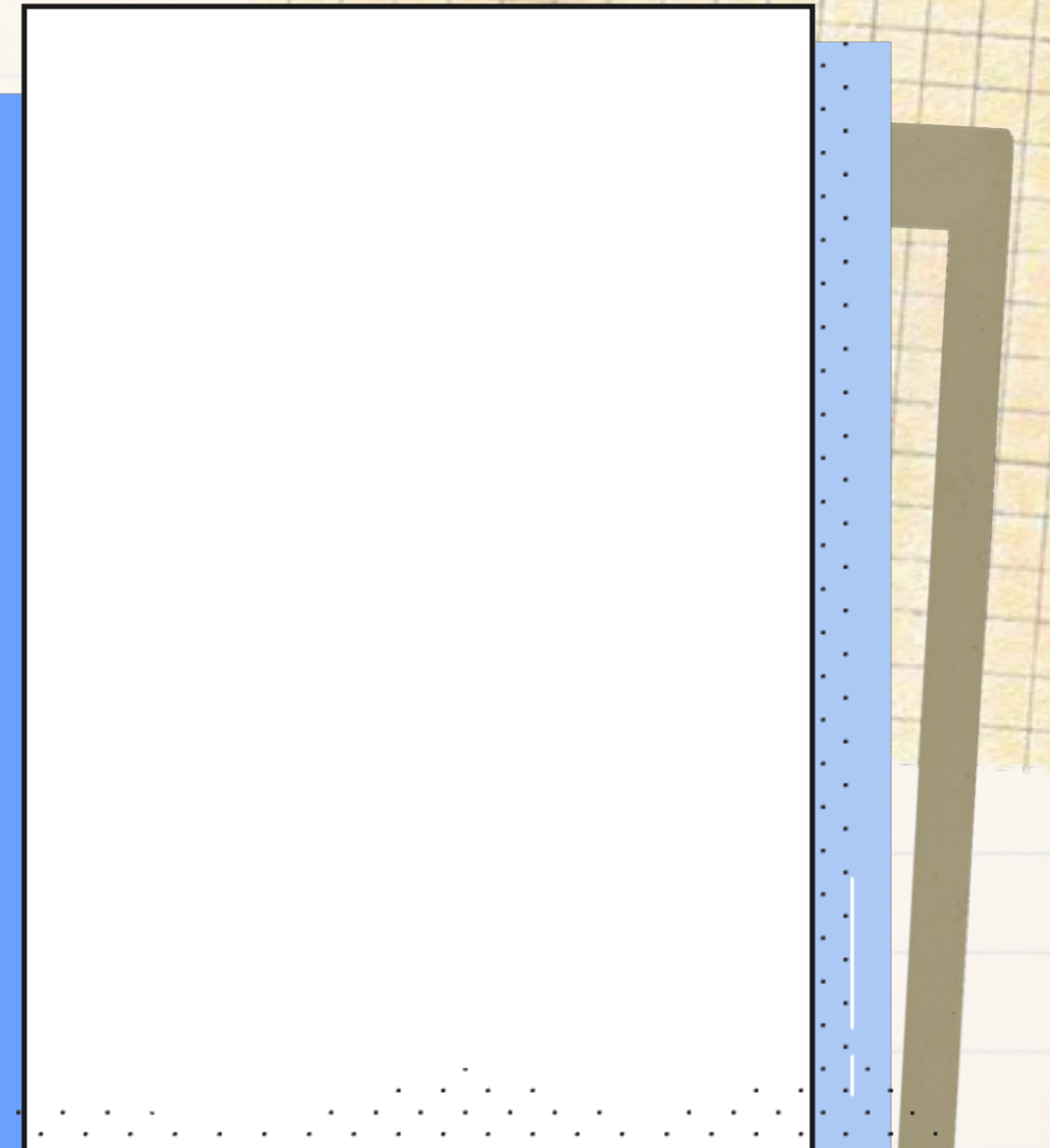
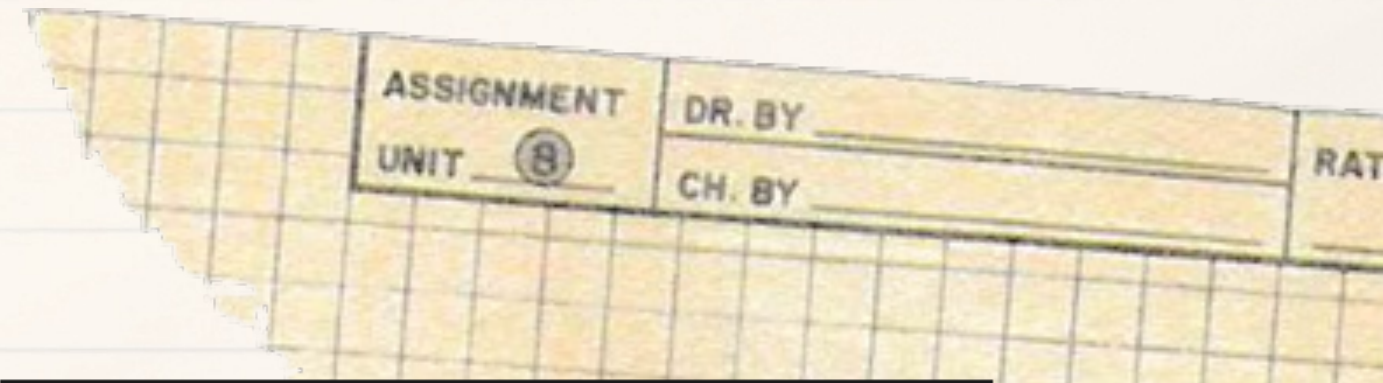
- HEADING
- EDUCATION
- EXPERIENCE
- AWARDS, GRANTS, FELLOWSHIPS, ETC.
- EXHIBITIONS:
  - BE CONSCIENCE AND AVOID LENGTHY POINTS



# RESUMES/CV

## TOP 5 THINGS TO REMEMBER:

- **Tailoring resumes/CV for specific job Applications; Update it 2-3 times a year minimum.**
- **Focusing on Duties Instead of Achievements**
  - **EXAMPLE: “ THEY KNOW YOU’RE AN ARTIST !; DISCUSS ABOUT YOUR EXPERIENCE. WHAT DID YOU LEARN TO CREATE AT \_\_\_\_\_?”**
- **Keep it One Page Long:**
  - **UPDATE IT 2-3 TIMES A YEAR MINIMUM.**
- **No Social Media Links**
  - **IF YOUR JOB IS ASKING FOR PHOTOS OF YOUR WORK, CREATE A DIGITAL/PHYSICAL PORTFOLIO**
- **Don’t Lie !!!**
  - **Don’t exaggerate, embellish, or fabricate!**



# KEY POINTS FOR BOTH

- **List experiences and qualifications in reverse chronological order, with the most recent experience.**
- **Be concise and avoid lengthy paragraphs/points**
- **Maintain a consistent style of format throughout the entire document:**
  - **FORMAL & PROFESSIONAL**



# EXAMPLE OF BIO:

New Orleans Native, Kara Crowley, is considered a Visual Artist who emphasizes on black identity of NOLA locals. Through the use of her portrait paintings and wood burning technique, she discovers unique ways to highlight the locals on how they'll leave their mark, as well as pave a way for others within their fields.

She embraces their accomplishments, as well addressing some of the common issues faced as an African American in society. Kara's time during YAYA Inc. (Young Aspirations - Young Artist) and at Xavier University of Louisiana molded her into the Visual Artist she is today. She currently teaches Visual Arts at both St. Augustine High School and YAYA Inc., as an Alum, to help expose the youth to the arts community of NOLA. She also served as a Board Member of YAYA Inc. to now the Director of Art Commissions, to advise, direct, and assist young students on important projects for the NOLA arts community. Kara continues looking for ways to nurture her artistic practice throughout the NOLA locations such as *Joan Mitchell Center, 912 Studio, CANO (Creative Alliance of New Orleans), Scale Workspace, and the Ana & Adeline Foundation.*

**FROM READING  
THIS BIO, FIND  
SOME KEY  
FACTORS, THAT  
STAND OUT TO  
YOU.**

**1 MINUTE**





# **ARTIST BIO'S**

## **WHAT SHOULD YOUR AUDIENCE KNOW ABOUT YOU ?**

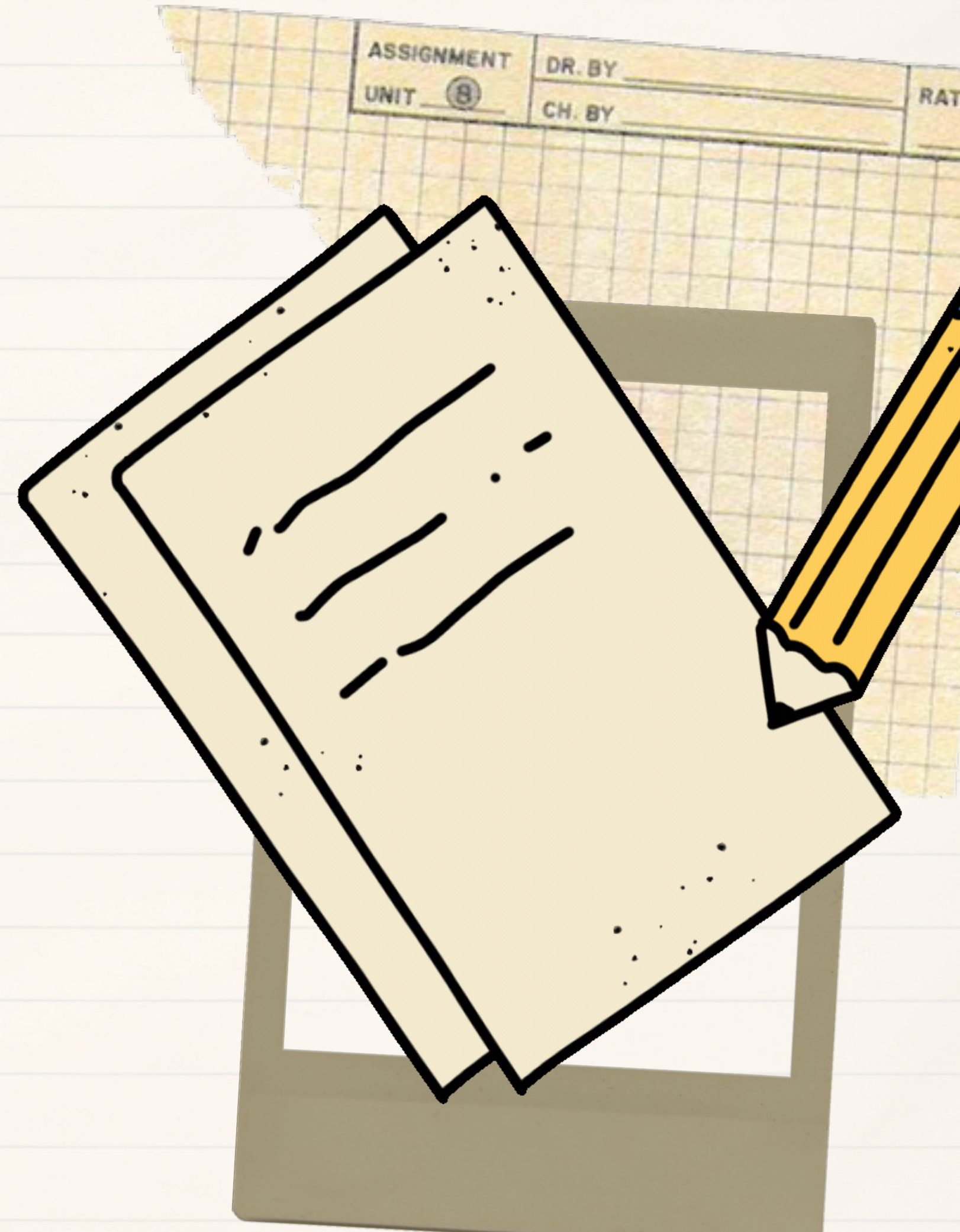
- **BIRTHPLACE**
- **WHAT'S YOUR PURPOSE AS AN ARTIST?**
  - **ELLABORATE: 2-3 SENTENCES**
- **MEDIUM**
- **EDUCATION/ ARTISTIC PRACTICE**
- **ACCOMPLISHMENTS**

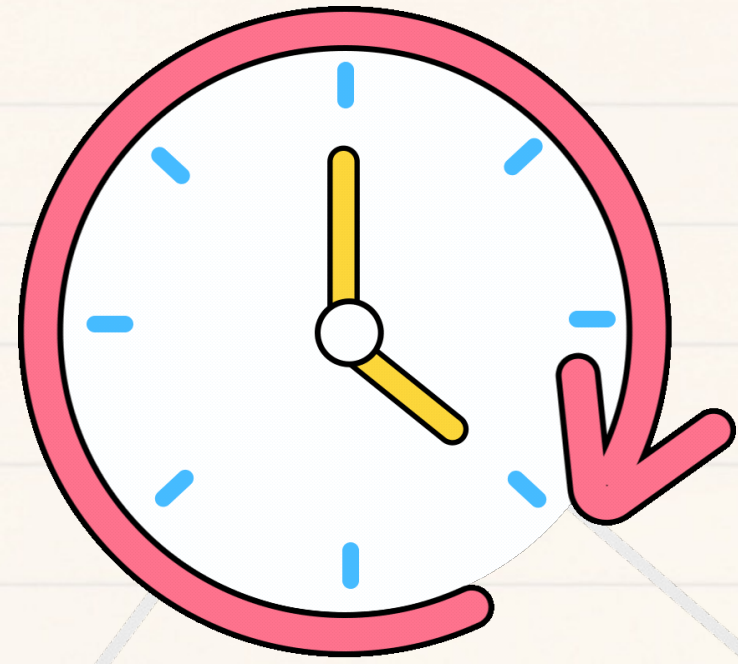
## **KEY COMPONENTS:**

- **STUDY AN ARTIST'S BIO & COMPARE**

# **TIME TO WRITE IT OUT !!!**

- **FOR THE NEXT 10-15 MINUTES, WE'RE GOING TO FILL OUT BOTH CV/RESUME & BIO WORKSHEETS.**





**LUNCH  
TIME**

**GOT A QUESTION? LET'S HEAR 'EM!**