

COLLEGE OF FINE ARTS RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

GENERAL GUIDELINES FOR FINE ARTS RESUMES

Tips for Writing Design-Based Resumes

Include the link to your online portfolio or website in your contact information



Incorporate creative design elements into your resume layout



Do not sacrifice the quality of your content for creative design



Include relevant courses and design programs to give employers a better idea of your technical knowledge



Tips for Writing Performancen-Based Resumes

Include the link to your online portfolio or audition reel in your contact information



Separate your performance experience into several specific performance categories, such as solo/ensemble/symphonic performances or stage/film/technical



List all skills that you possess in addition to your primary performance skills, including instruments, dance styles, accents, etc.



Include the names of your trainers, conductors, directors, instructors, and/or choreographers



List any training and instruction you have received throughout your study of your art in a section usually labeled Education and Training



Tips for Writing Education/Administration-Based Resumes



Include all teaching or instructing experience



List your memberships in any professional organizations



Add a Leadership Experience section to your resume to showcase your effectiveness as a teacher or administrator



Examples of Verbs

Audition

Build

Choreograph

Collaborate

Communicate

Compose

Conduct

Coordinate

Contribute

Create

Delegate

Design

Develop

Direct

Draft

Edit

Establish

Facilitate

Illustrate

Improve

Initiate

Maintain

Manage

Operate

Organize

Oversee

Perform

Plan

Produce

Recommend

Research

Select

Support

Teach

Write

Sample Art Resume

Maureen Samples

2800 S. University Drive, Fort Worth, TX 76110 | 817-257-2222 | m.samples@tcu.edu | www.becreative.com

Education

Texas Christian University (TCU), Fort Worth, TX

Bachelor of Fine Arts in Studio Art, Painting Concentration, May 2018

Relevant Experience

President/Organizer, Dallas Artist Networking Group, Dallas, TX June 2018 – Present

- Invite local art agencies and artists to various mixers and events to connect and strengthen the art community in Dallas
- Organize and execute gallery hops and showcases to promote local artists and collections

Painting Instructor, TCU Summer Art Camp, Fort Worth, TX May 2016 – August 2018

- Instructed beginning to advanced AP High School students in oil painting techniques

Teaching Assistant, Texas Christian University, Fort Worth, TX August 2015 – May 2018

- Taught advanced conceptual methodologies of contemporary painting and printmaking to advanced painting students
- Guided students to mine their personal interests for inspiration leading to more creative and compelling artwork
- Provided students with written material related to their personal interests

Group Exhibitions

Breakdown III, Fort Worth Contemporary Arts, Fort Worth, TX, April 2018

Crossed, Lillian Merrill Bridge Ceremony, Dallas, TX, February 2018

Experiencing Perspectives, Mercedes-Benz Financial Services, Fort Worth, TX, November 2017

Breakdown II, Fort Worth Contemporary Arts, Fort Worth, TX, April 2017

The Hand That Feeds Me, 999X Gallery, Dallas, TX, March 2017

Black Codes From the Unknown, The Artist Corridor, Arlington, TX, January 2017

Joy of Creation, Texas Artist Networking Group, Farmers Branch, TX, November 2016

Coffee & Painting, PeaceLoveArt, Farmers Branch, TX, August 2016

Spring Student Show, Moudy Gallery, Fort Worth, TX, April 2016

Fall Student Show, Moudy Gallery, Fort Worth, TX, November 2015

Spring Student Show, Moudy Gallery, Fort Worth, TX, April 2015

Let's Do the Hop, Visual Arts Association, Dallas, TX, February 2015

Skills

Computer: Adobe (Photoshop, InDesign), AutoCAD

Studio Materials: Canvas Stretching, Color Mixing, 3-D Printing

Language: Proficient in French

Awards

Art Scholarship, School of Art, Texas Christian University, Fort Worth, TX, 2015

Additional Experience

Culture Intern, Dallas Morning News, Dallas, TX May 2015 – August 2015

- Researched and proofread articles

Staff Writer, TCU Daily Skiff, Texas Christian University, Fort Worth, TX January 2015 – April 2015

- Wrote weekly column reviewing artistic and cultural events happening at TCU and in Fort Worth

Sample Graphic Design Resume



Raymond
Stevenson

r.stevenson@tcu.edu
www.samplefolio.com
817-257-2222

2800 S. University Dr.
Fort Worth, TX 76129

EDUCATION

Texas Christian University (TCU)
Fort Worth, TX
Bachelor of Fine Arts in Graphic Design
December 2018
GPA: 3.78
Dean's List: Fall 2015-Spring 2018

CAMPUS AND COMMUNITY INVOLVEMENT

TCU Design Focus
Secretary
Fort Worth, TX
August 2015 – May 2018

Dallas Society of Visual Communications
Student Member
Dallas, TX
August 2014 – May 2018

Advertising Club of Fort Worth
Member
Fort Worth, TX
August 2014 – May 2018

HONORS AND AWARDS

TCU Spring Student Competition Award of Excellence April 2018
Nordan Young Graphic Design Award
November 2017
TCU Honor Society of Artists and Designers
Fellow August 2016– May 2018
TCU Dean's Academic Scholarship August 2015 – May 2018

EXPERIENCE

Project Connect | Fort Worth, TX
Print and Web Designer | April 2018-present

- Conceive design for company marketing materials, including logo, color scheme, and patterns
- Create a research project website for the TCU Interior Design Department

JCW Architects | Dallas, TX
Animation Designer | February 2018

- Designed and created 3D animations of building blueprints for business proposal presentations

Isphere Agency | Fort Worth, TX **Summer Design Intern** | May 2017-August 2017

- Conceived print, web, and interactive designs for 20+ clients

MMT International | Dallas, TX
Web Designer | January 2017-February 2017

- Created and designed website and manual covers for industrial machine provider
- Planned schedule to perform and launch website updates

Dallas Juniors Volleyball Club | Dallas, TX
Web Designer | August 2015-Present

- Design, create, and provide regular updates to club volleyball league's website

SKILLS

Photoshop ●●●●●
Illustrator ●●●●●
InDesign ●●●●●
Dreamweaver ●●●●○
AfterEffects ●●●●○

Final Cut Pro ●●●●○
Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook) ●●●●●
iMovie ●●●○○

Sample Dance Performance Resume

Abigail Bailey

(817) 257-2222 a.bailey@tcu.edu

Performance Experience

<i>In This Place</i> ; TCU; choreography by Marie Martin; Modern; role: Soloist	Spring 2018
<i>Wandering Mind</i> ; TCU; choreography by Lisa Jones; Hip Hop; role: Soloist	Fall 2017
<i>Corazon</i> ; TCU; choreography by Dr. Ellen Johnston; Ballet role: Soloist	Spring 2017
<i>Senior Showcase</i> ; TCU; choreography by SCCD seniors; Modern; role: Principal	Fall 2016-Fall 2017
<i>Temple</i> ; CMBC choreography by Gina Finch; Ballet; role: Ensemble	Fall 2016-Fall 2017
<i>Depardu</i> ; TCU; choreography by Francois Depardu; Modern; role: Soloist	Fall 2016
<i>Aladdin</i> ; CMBC; choreography by Kristen Smith; Musical Theatre; role: The Magic Genie	Summer 2016
<i>The Nutcracker</i> ; CMBC; choreography by Harry Sage; Ballet; role: Clara	Fall 2015

Choreography Experience

<i>Binary</i> ; DanceTCU Senior Showcase; Modern; 2 dancers	Spring 2018
<i>Table for Three</i> ; Diamond Team Spring Concert; Modern; 3 dancers	Spring 2018
<i>Let's Sail Away</i> ; DanceTCU Senior Showcase; Jazz; 8 dancers	Fall 2017
<i>We're Up All Night</i> ; Diamond Team Fall Concert; Hip Hop; 11 dancers	Fall 2017

Teaching Experience

Associate Teacher , <i>Becky's Academy of Dance Excellence</i> , Arlington, TX	Fall 2017-Present
<ul style="list-style-type: none">Teach beginning contemporary and hip hop for students ages 8-14Select and train members of Team Excellence competition/performance company	
Teaching Intern , <i>Ballet Concerto</i> , Fort Worth, TX	Summer 2016
<ul style="list-style-type: none">Taught beginning ballet to students ages 7-12 for studio summer campCreated media presentations of lessons taught by guest instructors during summer ballet workshop	

Training

Texas Christian University, Fort Worth TX (Portia Smith, Emily Armstrong)
Classical Modern Ballet Concerto (CMBC), Fort Worth, TX (Diana Stevens, Jane Douglas)
Archways Dance Studio, Corpus Christi, TX (Kara Thomas)
Avant Garde Dance Academy, Corpus Christi, TX (Edward Rolls, Sharon Smith)

Workshops/Master Classes

<i>Twyla Tharp Modern Master Classes</i> ; TCU	Spring 2018
<i>Michael Kidd Ballet Master Classes</i> ; TCU	Spring 2018
<i>Patricia McBride Master Class</i> ; Ballet Master for Dance Theatre of Harlem	Spring 2018
<i>Bob Fosse Broadway Master Class</i> ; TCU	Fall 2017
<i>Dallas Improvisation Festival</i> ; Texas Ballet Theatre	Spring 2017
<i>Francois Depardu Workshop</i> ; TCU	Fall 2017

Education

Texas Christian University (TCU), Fort Worth, TX	May 2019
John V. Roach Honors College	GPA: 3.89
Bachelor of Fine Arts in Modern Dance	
Dean's List: 8 semesters	

Campus Involvement

<i>DanceTCU</i> , President	Spring 2018-Present
<i>Chi Tau Epsilon Dance Honors Society</i> , Historian	Fall 2016-Fall 2017
<i>theCrew</i> , Member	Fall 2015-Present

Performance Skills

Music: Vocals – Soprano (10 years), Auxiliary Percussion (5 years) Guitar (4 years)
Athletic: Gymnastics (15 years), Stilt-walking (3 years), Juggling (2 years)
Media: Video Recording/Editing (iMovie), Social Media (Facebook, Twitter, Instagram)

Sample Fashion Merchandising Resume

ELIZABETH CLAIRBORNE

e.l.clairborne@tcu.edu
(817) 555-5555

EDUCATION

Bachelor of Science in Fashion Merchandising, May 2018

Minor in General Business

Texas Christian University, Fort Worth TX, GPA: 3.8

Dean's List, 8 semesters; Academic Scholarship, 4 years

Study Abroad: *Paris Fashion Institute*, Paris, France, Spring 2017

EXPERIENCE

Supply Chain Intern, May 2017 – May 2018

Fossil, Inc., Richardson, TX

- Supported the supply, inventory, and factory balancing for finished products
- Ensured the timely filling of inventory quotas through partnerships with factory and store managers
- Created itemized supply chain spreadsheet that streamlined flow through chain by 35%

Intern – Merchandising, January 2017 – May 2017

LVMH, Paris, France

- Observed market meetings led by account executives
- Performed general data management used by sales team
- Prepared recommended buy reports for market use

Accessories Intern– Product Development, May 2016 – August 2016

Liz Claiborne, New York City, NY

- Developed a packaging manual for vendors
- Created vendor allocation specifications and spreadsheets
- Observed production meetings dealing with timelines

Assistant Manager – Children's, May 2015 – May 2016

Limited Too, Fort Worth, TX

- Supervised team of 25 employees
- Facilitated methods for reaching established sales goals for team
- Fielded customer complaints and negotiated proper compensation

INDUSTRY SKILLS

Strong leadership skills; able to quickly adapt to situations; experience researching and developing a business plan for a startup venture; consumer behavior, trend analysis and marketing experience; experience with creating visual displays; buying and selling experience; computer aided design proficiency within an apparel design organization

SKILLS

Certified in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
Proficient in Adobe Creative Suite (Dreamweaver, Photoshop, Flash, InDesign)
Proficient in Kaledo Style and Kaledo Textile Design Suite (Print, Weave, Knit)
Fluent in French; Conversational in Italian

INVOLVEMENT

Fashion Group International, Inc., 2016 – Present

Collegiate Entrepreneurship Organization, 2015 – Present

Phi Upsilon Omicron National Honor Society, 2015 – Present

Sample Interior Design Resume

Samantha

REVIS

2800 S. University Drive, Fort Worth, TX 76129 | 817-257-2222 | s.revis@tcu.edu | www.samplefolio.com

Education

TEXAS CHRISTIAN UNIVERSITY, Fort Worth, TX
Bachelor of Science in Interior Design, May 2019
Minor: Spanish and General Business

Skills

Adobe Creative Suite: Photoshop, InDesign, Illustrator
Sketch-up, AutoCAD, Inventor, Revit, Spexx
Microsoft Office: Word, PowerPoint, Excel, Publisher, Outlook
Technical Drawing and Hand Rendering

Experience

Designer, August 2018 - Present

Paul Roma Partners, Dallas, TX

- Develop floor plans and elevations from sketches, create millwork and detail drawings for elevations
- Plan designs for spaces in public areas, aid in furniture selections for clients
- Create project presentations in InDesign, render sketches and plans in Photoshop and Illustrator, sketch floor plans and elevations by hand
- Pull fabrics from showrooms and scheme color palettes
- Contact representatives and manufacturers for samples and new product presentations

Architecture Intern, May 2018 - August 2018

IA Interior Architects, Denver, CO

- Collaborated with design team to develop design ideas and created designs for 4 projects throughout the summer
- Updated and edited existing drawings and blueprints under supervision of lead designer
- Estimated costs of manufacturing finished products
- Accompanied designers on client interviews and recorded notes for design considerations

Design Intern, July 2017 - August 2017

Johnson Smith Ltd, Interior Design, Fort Worth, TX

- Directed clients through design process by brainstorming design ideas with clients and showcasing options from showroom
- Assisted in furniture and accessory installations, fabric and furniture selections and interior and exterior material selections

Intern, June 2016 - August 2016

Morgan Barnes Associates, Inc. Interior Design, Dallas, TX

- Organized sample room and updated samples and catalogues
- Assisted in design, presentation, selection and installation of furniture and fabric

Professional Organizations

International Interior Design Association, January 2016 - Present

American Society of Interior Designers, January 2016 - Present

TCU Interior Design Association, August 2015 - Present

Sample Music Resume

Eliza L. Hartley

2800 S. University Drive, Fort Worth, TX 76109
e.l.hartley@tcu.edu (817) 257-2222

Education

Texas Christian University (TCU), Fort Worth, TX

May 2018

Bachelor of Music Education, Vocal Concentration, with a Minor in Arts Administration

GPA: 3.89, graduated Summa cum Laude, Phi Beta Kappa

Certifications

TExES Music K-12 Certification

TExES Pedagogy and Professional Responsibilities EC-12 Certification

Music Education Experience

Student Teacher, Riverside Middle School, Fort Worth, TX

January 2018 – May 2018

- Taught Music Appreciation to 5 classes of seventh grade students
- Accompanied “Junior Varsity Concert Choir” and assisted in music selection for performances
- Graded class assignments and monitored in-class activities

Symposium Assistant, Texas Music Educators Association, Dallas, TX

March 2017

- Introduced keynote speaker of symposium and administered satisfaction survey upon conclusion
- Offered solutions to attendants’ concerns and recorded situation for supervisors

Student Director, TCU Collegium Musicum, Fort Worth, TX

August 2016 – May 2017

- Auditioned students for choir and assisted in selection of music for performances
- Organized weekly sectional rehearsals for soprano section to practice music for performances
- Conducted 2 pieces during each choir performance and practiced pieces with choir during rehearsal

Piano Instructor, Self-Employed, Fort Worth, TX

August 2014– Present

- Teach beginning and intermediate piano skills to children and adolescents on a private appointment basis
- Assign homework and track students’ progress through monthly quizzes of material

Performance Experience

Keyboards, “Guys and Dolls” Pit Orchestra, Irving, TX

June 2018

Soloist, TCU “Night of Concertos,” Fort Worth, TX

March 2018

Pianist, TCU Symphony Orchestra, Fort Worth, TX

August 2016 – May 2018

Soprano, TCU Concert Choir, Fort Worth, TX (Soloist, 2013)

August 2015 – May 2018

Soprano, TCU Collegium Musicum, Fort Worth, TX

August 2014 – May 2018

Pianist, TCU Jazz Ensemble, Fort Worth, TX

August 2014 – May 2018

Awards

Giles-Harris Competition in Music Performance, 1st Prize, Vocalists, January 2018

Concerto Competition Winner, February 2017

Boteler Prize for Excellence in Music, March 2016

Professional and Community Memberships

Golden Key Honors Society, May 2017

Texas Music Educators Association Collegiate Member, August 2014 – May 2018

Skills

Computer: Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Photoshop, Finale Music

Language: Fluent in Spanish

Sample Theater Resume

Thomas McMahon

Phone 817-257-2222 • Email t.mcmahon@tcu.edu
Height: 6'0" • Weight: 200 lbs. • Hair: Black • Eyes: Brown • Vocal: Tenor

Stage Experience

OKLAHOMA!	Ali Hakim	Stolen Shakespeare Guild
SPRING AWAKENING	Melchior Gabor	Theatre TCU
PRIDE AND PREJUDICE	Charles Bingley	Stolen Shakespeare Guild
BIG: THE MUSICAL	Paul Seymour	Kids Who Care
THE GRAPES OF WRATH	Man Going Back/Floyd	Theatre TCU
THE LAST DAYS OF JUDAS ISCARIOT	Pontius Pilate	Theatre TCU
BOEING BOENIG	Robert Lambert	Theatre Arlington
SONNETS FOR AN OLD CENTURY	Geno Silva	Theatre TCU
CRAZY EIGHTS	Cliff	Theatre TCU
BRIGHTON BEACH MEMOIRS	Stanley Jerome	Onstage in Bedford
KING LEAR	Oswald	Children's Shakespeare Club
TWELVE ANGRY MEN	Juror #7	Circle Theatre
GUYS AND DOLLS	Sky Masterson	Martin High School
ANYTHING GOES	Moonface Martin	Martin High School

Technical Experience

SEZ SHE	Sound Designer	Theatre TCU
DOUBT: A PARABLE	Light Board Operator	Theatre TCU
LITTLE RED RIDING HOOD	Props Master	Theatre TCU

Performance Skills

Accents and Dialects: British (RP and Cockney), French, Irish, Scottish, Australian, German, American (New York, Oklahoma, Appalachian, Boston, Midwest)

Vocal: Rolled Rs, Vocal Percussion, Whistling, Various Sound Effects

Instrumental Music: Piano (12 yrs.), Saxophone (Alto: 10 yrs., Tenor: 6 yrs., Soprano: 4 yrs., Baritone: 4 yrs.), Ukulele (1 yr.), Various Percussion

Dance: Swing (East Coast, Lindy Hop, Charleston), Ballroom (Tango, Waltz, Cha Cha, Foxtrot, Rumba)

Miscellaneous: Improvisation, Warm-up Leading, Stage Combat, Stage Weapons (Sword, Knife, Bayonet, Pistol)

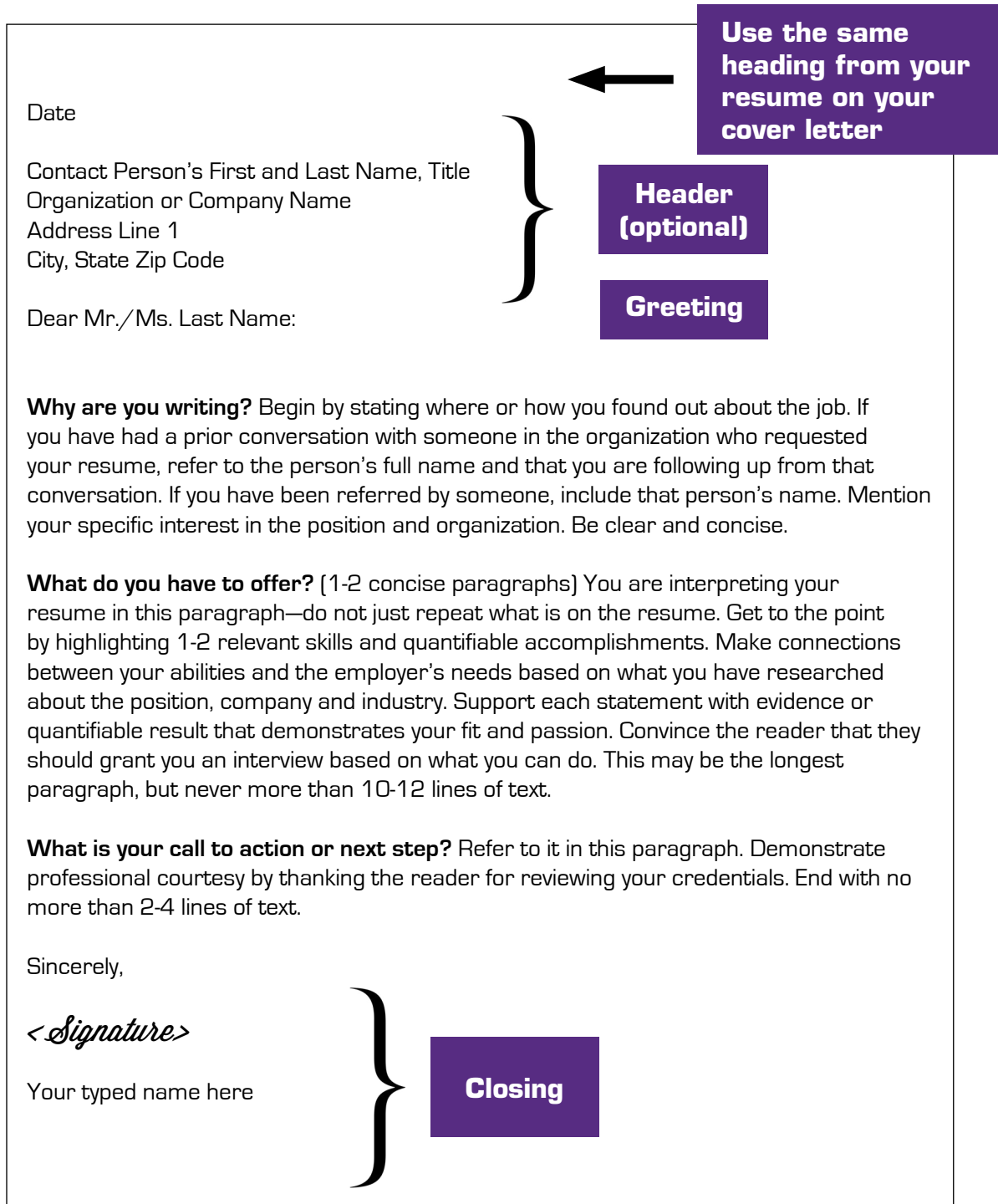
Education and Training

Texas Christian University (TCU), Fort Worth, TX May 2020
Bachelor of Fine Arts in Theatre, Acting Emphasis
Minor: Arts Administration; Cumulative GPA: 3.95

Williamstown Theatre Festival, Williamstown, MA July 2018

Relevant Training: Meisner Technique Workshop, Improvisation, Stage Combat Workshop, Accents and Dialects

ANATOMY OF A COVER LETTER



QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, Or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

NATALIE R. RODRIGUEZ
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
n.r.rodriguez@tcu.edu

Use the same heading from your resume on your reference sheet

REFERENCES

List 3-5 references on your reference page

Dr. Joseph Smith
Professor
Texas Christian University
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
j.smith@tcu.edu

Include your reference's full name and title

Make sure that contact information is accurate and current

Gabrielle Brown
Volunteer Coordinator
Meals on Wheels
2800 S. University Drive
Fort Worth, TX 76110
817-257-2222
g.brown7@tcu.edu

Tanya Carson
Supervisor
TCU Campus Bookstore
2800 S. University Drive
Fort Worth, TX 76129
817-257-2222
tanya.carson@tcu.edu

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

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