Curriculum Vitae (CV) HANDOUT

The following list contains many of the most commonly found categories on an artist's CV or resume. Individual preferences and styles may dictate new or different headings and many of these headings can be joined in various combinations to tailor it to the individual. This is your professional CV, that you're handing out for jobs, grants, exhibitions and the like. Do not include your work history, ie: cook, or bartender, unless the job related professionally to your field. You will likely have several versions over time, depending on the specifics of the application. For example your on-going CV may be 10-30 pages over time, but a gallery may ask for a 2 page version for an exhibition.

Include complete information: Include institution, city, state where the activity took place. (Year is acceptable- you do not need to include month, or specific dates.

Name/Contact information (This can be a larger font/bold) and you can think about adding a logo.	Name, Address, Phone number, email, website address.			
In general, avoid excessive spacing and overly fancy or large sized fonts. (9-12 pt)				
Education	2017-present M.F.A. Candidate, The University of Montana, Missoula, MT (expected graduation date 2020)-this part is optional			
Experience	Teaching Experience /Include narrative. University Teaching Experience (TA; GTA; Sabbatical replacement; full-time)-If writing about TA include narrative about your role/responsibilities. Professional Experience (Framer; studio tech; apprentice/studio assistant; Matrix Press Print Assistant; internships)-narrative optional. Workshops Presented/Assisted Workshops Participated in Juror for exhibition Visiting Artist Lecturer Panelist Volunteer Curator or Gallery Director Artist in residence Consultant Professional Memberships/Organizational Affiliations. (SGCI, CAA, NCECA) Artist Collective			
Awards/Honors	Scholarships Finalist (your almost accomplishments.) Grants Awards Featured Artist			
Exhibitions Year is acceptable- you do not need to include month, or specific dates for exhibitions.	Solo Exhibitions Two-person Exhibitions Touring/Traveling Exhibitions Museum Exhibitions International/National Invitational Exhibitions Juried Exhibitions Group Exhibitions (Selected) Gallery Representation (Examples) Solo/2-3 person Exhibitions Selected Group Exhibitions Selected Invitational & Juried Exhibitions			

Professional Accomplishments	Bibliography (books and other publications or other items you wrote.) Reviews (articles or other items written about you.) Publications (books and other publications or other items you wrote) Interviews Catalogs Collections (public/private) Permanent Public Collections Library Collections Site-Specific Public Art or Murals Commissions Citations (Your work referenced in a publication) Websites featuring you/work.
Media Specific/Professional Skills	 (i.e) Printmaking Collaborative printing (work done with visiting artists) Print Portfolios/Participant Print Portfolios/Organized List specific processes relevant to your discipline.
References (Include their title, institution and relevant contact information.) Make sure it is current!	Professor James Bailey The University of Montana School of Art 32 Campus Drive Missoula, MT 59801 Phone Number james.bailey@umontana.edu

List the MOST RECENT YEAR FIRST IN EACH CATEGORY. For example:

LECTURES / WORKSHOPS / PANELS PRESENTED & JURORING
2017 North Idaho College, Lecture, Couer d'Alene, ID
The Shape of Things, Gallery talk, Missoula Art Museum, Missoula, MT
Purdue University, Visiting Artist Lecture, West Lafayette, IN
INK! Print Rally, Emerge Community Arts Program, Coeur d'Alene, ID
2017 Southwest Print Fiesta, Ink Boss, Mimbres Arts Council, New Mexico
2016 Hui No'eau Visual Arts Center, Big Ink Workshop, Makawao, Hawaii
Hui No'eau Visual Arts Center, Artist in Residence, Makawao, Hawaii
External reviewer, Gonzaga University, Spokane, WA (Wrote 7 yr program review)
Eastern Washington University, BUMAST lecture, Cheney, WA
Pressing Matters: Symposium on Printmaking, Panelist, @ Terrain, Spokane, WA
SFCC, (RANGE Visiting Artist Lecture Series) Spokane, WA
2016 Glacier National Parks Artist Residency Program -AIR program, Department of the Interior. (Juror)
example exhibition listing)- You do NOT need to include specific dates.

Selected Invitational and Jurie	ed Exhibitions
2010	<i>Marais Press: Conjuguer etudes et editions d'artistes</i> , ARPRIM, Montreal, Quebec, Canada
	New Acquisitions, Jundt Art Museum, Gonzaga University, Spokane, WA
	<i>Dog Portfolio</i> , University Art Museum, University of Louisiana at Lafayette, LA Missoula Art Museum 37 th Annual Juried Art Auction, Missoula, MT <i>Northwest Narratives</i> , Wing-Tip Press, Boise, Idaho

3 Options for designating titles:				
2010	Italics for title <i>New Acquisitions</i> , Jundt Art Museum, Gonzaga University, Spokane, WA			
2010	Quotation marks for title "New Acquisitions", Jundt Art Museum, Gonzaga University, Spokane, WA			
2010	Bold for title New Acquisitions , Jundt Art Museum, Gonzaga University, Spokane, WA			

Spacing

(single spaced example)

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2017	North Idaho College, Lecture, Couer d'Alene, ID	
	The Shape of Things, Gallery talk, Missoula Art Museum, Missoula, MT	
	Purdue University, Visiting Artist Lecture, West Lafayette, IN	
	INK! Print Rally, Emerge Community Arts Program, Coeur d'Alene, ID	
	2017 Southwest Print Fiesta, Ink Boss, Mimbres Arts Council, New Mexico	
2016	Hui No'eau Visual Arts Center, Big Ink Workshop, Makawao, Hawaii	
	Hui No'eau Visual Arts Center, Artist in Residence, Makawao, Hawaii	
	External reviewer, Gonzaga University, Spokane, WA (Wrote 7 yr program review)	

(Excessive spacing example)

LECTURES / WORKSHOPS / PANELS PRESENTED) & JURORING
2017	North Idaho College, Lecture, Couer d'Alene, ID
	The Shape of Things, Gallery talk, Missoula Art Museum,
	Missoula, MT
	Purdue University, Visiting Artist Lecture, West Lafayette, IN
	INK! Print Rally, Emerge Community Arts Program,
	Coeur d'Alene, ID
	2017 Southwest Print Fiesta, Ink Boss, Mimbres Arts Council,
	New Mexico
2016	Hui No'eau Visual Arts Center, Big Ink Workshop,
	Makawao, Hawaii
	Hui No'eau Visual Arts Center, Artist in Residence,
	Makawao, Hawaii
	External reviewer, Gonzaga University, Spokane, WA
	(Wrote 7 yr program review)