

## **Resume Formatting Guidelines** for Art History and Art Studio Students

One important principle to remember when preparing a resume, cover letter and slide portfolio is that you should adjust your application materials to fit the type of application you are making. Below are standard categories in a conventional order. What, where, and how you list your experiences and skills depends on the application at hand. Remember sometimes more is not more and a resume should not be longer than two pages (not be mistaken for the lengthier 'vitae').

1. Name
2. Address: Include both temporary and permanent addresses with email and phone numbers.

\*Optional: Some folks like to begin their resume with an item called "Objectives" where one states the purpose of the specific application (i.e. "To secure the position of research assistant at the American Archives of Art".) But some of us think that this sort of information belongs in your cover letter and is less appropriate for professional applications.

3. Education: Chronologically list with most recent always first (see example for formatting). With each entry list major(s) and maybe the title of your St. Mary's Project or maybe mention specific course work depending on the circumstance. You can also list study abroad programs in this section. Always feel free to add a very brief description that helps the reader understand what you've done.
4. Honors and Awards: Include grants, scholarships, and any sort of special recognitions. Often residencies are considered an award and can be listed here. Again, sometimes you need to give a brief description so folks know more about what accomplishment the award recognizes. For example:  
The Joseph B. Ross Award for outstanding work in Art Studio and Art History, St. Mary's College of Maryland, Spring 2003
5. Professional Experience - This is specifically for activities directly relating to your application (i.e. any type of art experience including internships, volunteer and paid jobs such as on or off campus work in arts management, museums, art studio assistantships, research assistantships, teaching, workshops etc. This could include assisting a workshop, visiting artist stints, giving museum tour or gallery docent talks. With each entry you should summarize your job responsibilities.
6. Exhibitions: Include exhibition name (italicized or with quotes if it is a titled show), place (gallery or institution name), geographical location, and year.
7. Publications: Cite entries in standard bibliography formats. Chicago Manual of Style and MLA formats are the most common ones used in arts publications.
8. Skills: A good catchall category for highlighting things you can do including computer skills and software, foreign languages, research skills, specific

gallery/museum skills, and studio skills (printmaking, darkroom, sculpture techniques etc.)

9. References: Sometimes you list 3-4 names and addresses sometimes you say 'available upon request'. When you list people you need their prior consent to do so. Often when you list names they are on a separate page that is included with your resume.
  
10. Other items: Commissions, Bibliography (citation of publications that have mentioned your work) Community Service, Travel, Employment History (if you have work experience that might not quite fit under the heading of professional experience but you think might be helpful to mention it might be put in such a category).

# RACHAEL LASHOF

CAMPUS CENTER #1751 – 16800 POINT LOOKOUT RD. – ST. MARY'S CITY, MD 20686  
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## OBJECTIVE

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To utilize my broad knowledge of artistic mediums, my attention to detail, and my interest in the gallery space to develop skills in cataloguing and handling art.

## EDUCATION

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May 2006	Bachelor of Arts candidate, Student Designed – Scientific Illustration, St. Mary's College of Maryland, St. Mary's City, MD G.P.A., 3.68
Summer 2005	Additional coursework, Maryland Institute College of Art (MICA), Baltimore, MD

## RELEVANT COURSEWORK

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Graphic Design (MICA)	Photography (MICA)	Sculpture Studio
Digital Art	Drawing Studio	Painting
Art History	After Modern Art, 1945-Present	Scientific Illustration

## RELEVANT SKILLS

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### Administration

- Interacted with an active audience in a critique of my artwork
- Facilitated art events such as Artsfest and summer camps
- Supervised training of new employees for science demonstrations
- Prepared materials for educational programs and art events for presentation to attending artists and visitors
- Analyzed and presented finding of research of HSV-2 at a colloquium of student researchers
- Reported detailed findings of research of HSV-2 to supervisor and colleagues weekly

### Communication

- Communicated my artistic ideas and intentions in writing and aloud to an audience
- Welcomed and introduced visitors to the Sculpture Garden
- Assisted in visitor services – arranged group visits and artist exhibitions
- Interacted with visitors (individuals and groups) with hands-on science activities
- Presented various topics on the Science Demonstration Stage – enthusiastically involved the audience (5-70 people) in the presentation

### Design

- Created works of art reflective of my interest in the correlations between science, art, and religion
- Revised science demonstrations to involve the audience at a higher level
- Designed and created a children's brochure for the Sculpture Garden
- Invented a character for the garden, "Annie Aardvark" – used in newsletters and children's brochure
- Developed materials and updated existing information for use by the education department in Science Shows
- Researched and designed new ideas for Demonstration topics
- Assisted in meticulous research with HSV-2 (Herpes Virus type 2)

## EXPERIENCE

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Current	St. Mary's Project in Studio Art
Summer 2004	Annmarie Garden, Summer Intern
Summer 2002 – Winter 2004	Maryland Science Center, Public Programmer, Department of Education
Summer 2001	University of Maryland School of Medicine, Virology Lab Assistant

## ACCOMPLISHMENTS

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- St. Mary's Scholar, 2004 – Present
- Achieved Dean's List, Fall 2003 – Present
- All-Student Art Show Participant, 2003 – 2005
- Best Work by a Junior, All Student Art Show, 2005

**Hannah P. Burns**  
502 Grant Place  
Frederick, MD 21702  
[hpburns@smcm.edu](mailto:hpburns@smcm.edu)

## Education

**September 2001- May 2006**                      **St. Mary's College of Maryland**  
B.A. Art and Art History, expected May 2006  
GPA: 3.79  
Significant coursework completed in the area of Theater, Film, and Media Studies

**June 2005- July 2005**                      **Corcoran College of Art and Design**  
Summer Workshop in Color Photography

## Awards and Honors

**September 2001- May 2006**                      **St. Mary's College of Maryland**  
Membership, Paul H. Nitze Scholars Program

**March 2005**                      **St. Mary's College of Maryland**  
The Joseph B. Ross, Jr. Award for achievement in art history and art studio

**March 2006**                      **St. Mary's College of Maryland**  
The Vasari Prize for accomplishment in art history

## Exhibitions

**April 2006**                      **St. Mary's College of Maryland**  
SMP in Studio Exhibition

**February 2006**                      **St. Mary's College of Maryland**  
*The Vagina Monologues* Art Gallery Exhibition

**December 2005**                      **St. Mary's College of Maryland**  
SMP in Progress Exhibition

**June 2005**                      **Market 5 Gallery, Washington, DC**  
Tearing at the Seams

**March 2005**                      **St. Mary's College of Maryland**  
Annual All-Student Art Show

**February 2005**                      **St. Mary's College of Maryland**  
*The Vagina Monologues* Art Gallery Exhibition

## Employment

**September 2005- May 2006**                      **St. Mary's College of Maryland**  
Visiting Artist Program Teaching Assistant  
Responsibilities: Assisting the Department of Art and Art History with the coordination of visiting artist programs including the lecture series, student-artist lunches, and other curricular programs.

**June 2004-April 2006**                      **St. Mary's College of Maryland**  
Dispatcher with the St. Mary's College of Maryland Office of Public Safety  
Responsibilities: Receiving and delegating calls to the office, clerical work involving Word and Excel, answering visitor concerns and questions, and coordinating lost and found property, parking permits, and tow releases.

## Skills

**Digital:** Basic proficiency in Adobe Photoshop, Dreamweaver MX, iMovie,  
Digital Output with Epson 9600 Pro

**Photography:** Silver gelatin printing, color wet lab printing, alternative processes

**Other:** Basic carpentry, machine and hand sewing

**XXX C. XXX**  
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301-758-1450  
ecripari@smcm.edu

More contrast between font sizes, change out the spacing and consider using indents to make this page look a little less dull.

**Education—(don't care for the colons)**

Bachelors of Art, Studio Art (Photography), St. Mary's College of Maryland. MD.  
Cumulative GPA: 3.098  
Major GPA: 3.37

**Honors**

2002-2003 Honor Society  
2002-2004 Presidential Scholarship

**Professional Experience**

Spring 2004 Event Coordinator/photographer Rugby Formal  
2005-2006 Assistant to Colby Caldwell  
June 2006 Wedding Photographer

More info?

**Unrelated Other Employment:**

2003-2005 Spinnaker's Waterfront Restaurant  
Waitress  
2005-2006 The Green Door Tavern  
Bartender

**Exhibitions:**

2004 Washington College Student Exhibition, where?  
2005, 2006 Boydon Gallery Student Art Show, St.  
St. Mary's College of Maryland, MD.

Check punctuation standards

**Publications:**

2004, 2005 St. Mary's Literary Magazine: Avatar  
Wrong citation format check your textbook.

**Skills:**

Bilingual (Spanish/English)

Construction of basic websites:

Dreamweaver

Imageready

Multimedia skills include:

Mac and Windows OS

Adobe Photoshop

Adobe Illustrator

Iphoto

Imovie

MS Office

Photography Skills:

Wet/darkroom

Digital darkroom

Other Skills:

Welding

Woodworking

Printmaking

**This long vertical list totally throws off the design of the page- maybe use an invisible table to organize it more horizontally?**

**Travel:**

Argentina 1987-2006

St. Lucia 1997

Dominican Republic 1999

Brazil 2004

Italy 2003

France 2003

Spain 2003

Mexico 2002, 2004

Belize 2005

China 2004, 2005

Thailand 2005

Same problem

**Other:**

2003-2004 St. Mary's Women's Rugby Fundraising Committee

This is just sort of sitting out on its own- maybe if you called your other employment something else it could go up ther? Or take it off.



