

RESUME HANDBOOK

FINE ARTS CAREER SERVICES
UNIVERSITY OF TEXAS AUSTIN



EXAMPLE RESUMES:

Arts Administration 2

Art History 3

Studio Art / Design 4

Music 5

Animation 6

Acting 7

Technical Theatre 8

HOW IS A RESUME DIFFERENT THAN A CV?

A resume is a summary of your experiences. A CV (curriculum vitae) is a full history of your academic achievements and credentials.

A CV is mainly used by graduate students, academic professionals, and late-career artists & performers.

A resume is a document that summarizes your professional experiences and qualifications.

OVERVIEW:

An early-career resume (like when you're a student) should be **one page**

For a general resume, you should have these **four sections**: contact information, education, experience, and technical skills

Never include your hobbies (unless they play a role in your professional experience) or an objective section

Boring is better! The majority of resumes are read by ATS (Applicant Tracking Systems) softwares. Graphics and intricate layouts often trip these softwares up, which can take you out of the running

Make your header stand out, but don't go too overboard

Abigail Arts-Admin

P: 555.854.3114 / E: aartsadmin@utexas.edu
Austin, Texas

Use your projected graduation date for your education section

EDUCATION

Spell out the title of your degree

The University of Texas at Austin
Bachelor of Arts in Studio Art
Minor in Arts Administration and Management

May 2024

Use "Present" to show you are still at the position

PROFESSIONAL EXPERIENCE

Blanton Museum of Art, Austin, Texas
Gallery Teaching Intern

August 2021 – Present

- Collaborate on K12 teaching materials for interactive tours for Austin ISD audiences.
- Compose instructional guidelines for docents and gallery teacher to implement in gallery-based tours.
- Assist the Director of Education during major exhibition tours for public and university visits.
- Publish gallery-based syllabi on critical race theory for future gallery teachers at the museum.

Women & Their Work, Austin, Texas
Administrative Volunteer

August 2021 – Present

- Brainstorm and implement public materials for upcoming summer exhibitions.
- Responsible for devising volunteer planning meetings and gallery education seminars for docents.
- Provide support for summer exhibition installs and gallery construction projects.

San Antonio Museum of Art, San Antonio, Texas
Volunteer Museum Assistant

May 2021 – August 2022

- Maintained and updated registrar tracking sheets for the Department of Collections.
- Provided copy-editing assistance to the registrars and curators for inter-museum correspondences.
- Planned day-to-day errands to ease responsibilities of the museum staff.
- Created digital system to plan social media content for Summer Fiesta events.

Barnes & Noble Bookstore, Leon Valley, Texas
Main Bookseller

July 2019 – August 2020

- Worked point-of-sales systems in a customer-facing environment.
- Restocked and reshelfed books throughout the shift, including new shipments and returns.
- Created book displays to advertise new publications and public events.

MEMBERSHIPS & AFFILIATIONS

Undergraduate Studio Art Association, Austin, Texas
Austin Art Guild, Austin, Texas
San Antonio Creatives, San Antonio, Texas

August 2020 – Present

August 2020 – Present

September 2018 – August 2020

TECHNICAL SKILLS

Adobe Creative Suite: Photoshop, InDesign, Lightroom
Google Drive & Microsoft Office Suite
TMS (The Museum System) & DAM software
Canva & Social Media Platforms
Mailchimp & New

Focus on what you have done in university (If you're a freshman, it's okay to have some high school experience)

Include all the technical skills you feel comfortable with, especially those that pertain to your field

Create visual interest and clarity by using different font styles and weights (bold, italics, etc.)

Begin your sentences with action verbs (in the past tense, if the job is in the past!)

Order your sections in descending order (so the most recent experience first)

Anything marked present should be first

Aaron Art-History

Houston, Texas
P: 555.854.2356
E: aaronah@utexas.edu

Art history resumes tend to follow a very basic look: Times New Roman and minimal bold fonts

Education

The University of Texas at Austin May 2021
Bachelor of Arts in Art History
Minor in African and African Diaspora Studies

Professional Experience

Andrew W. Mellon Undergraduate Curatorial Fellow August 2021 – May 2022
Museum of Fine Arts, Houston

- Planned and collaborated with Curatorial team on upcoming MFAH exhibition, *Birth of a Nation*
- Worked with museum registrars to admit new works into the collections.
- Researched artist backgrounds for published materials on MFAH exhibitions and permanent collections.

Museum Intern May 2021 – August 2021
Houston Museum of African American Culture, Houston

- Brainstormed and implemented public materials for upcoming summer exhibitions.
- Responsible for devising volunteer planning meetings and gallery education seminars for docents.
- Provided support for summer exhibition installs and gallery construction projects.

Student Ambassador January 2020 – May 2020
University of Texas Department of Art & Art History, Austin

- Collaborated with Student Affairs to promote Art & Art History majors to incoming freshmen.
- Developed COVID-19 plan to help reach students via Zoom and online.

Conference Presentations

'Listening to Nick Cave', *Undergraduate Research Symposium*, Tulane University April 12 2021
'Thinking of Silence', *Undergraduate Art History Symposium*, University of Texas June 21 2020
'What's in a Name? Nick Cave's Sound', *Undergraduate Conference*, Yale University May 1 2020

Memberships & Awards

Undergraduate Studio Art Association, Austin, Texas August 2017 – Present
Austin Art Guild, Austin, Texas August 2017 – Present

Technical Skills

Adobe Creative Suite: Photoshop, InDesign, Lightroom
Google Drive & Microsoft Office Suite
TMS (The Museum System) & DAM software
Mailchimp & Newsletter Programs

DAM: digital archive management

If you've presented a research paper at a conference, follow this format!

If your job or internship was paused due to COVID-19, still include it!

Sarah Studio-Design

P: 555.854.3114 / E: sstudiodes@gmail.com

W: sarahdesignsdfw.wordpress.com

Dallas, Texas

Be sure to include a link to your website or portfolio

EDUCATION

The University of Texas at Austin, Austin, Texas

May 2026

Bachelor of Fine Arts in Design

Minor in Studio Art & Spanish

PROFESSIONAL EXPERIENCE

Whole Foods, Austin, Texas

May 2022 – Present

Graphic Design Intern

- Create new marketing logos for Whole Foods summer specials for Cinco De Mayo.
- Execute branding and images for social media accounts and print materials.
- Collaborate with the Whole Foods Communication team to assist in major promotions and brainstorm of company event designs.

Omega Studios, Dallas, Texas

Dec. 2021 – May 2022

Graphic Design Volunteer

- Worked on four major brand designs for print marketing materials alongside the Marketing team.
- Completed daily tasks to support the Photography teams within the studio.
- Managed front-desk responsibilities such as fielding client calls, creating photography schedules, and monitoring email accounts.

EXHIBITIONS

***Borderlands and breaking*, Dallas Youth Museum, Dallas, Texas**

Oct. 2021 – Dec. 2021

***VIS/UA/1*, DFW Arts Group, Fort Worth, Texas**

Sep. 2021 – Oct. 2021

If you have been in an exhibition, always include the organization or museum and the location, as well as the length of the exhibition

Do not add extra description! Follow CAA (College Art Association) guidelines

RELATED EXPERIENCE

Leathem & Howe LLC, Austin, Texas

Aug. 2021 – Dec. 2021

Front Desk Assistant

- Managed emails, phone calls, and client correspondences within the law firm consisting of four lawyers.
- Ran daily errands to support the day-to-day operations of the law firm and its clients.
- Provided front-of-house customer service to visiting clients and package delivery companies.

TECHNICAL SKILLS

Adobe Creative Suite: Illustrator, Photoshop, InDesign, Lightroom

Canva & Social Media Platforms

Mailchimp & Newsletter Programs

Google Drive & Microsoft Office Suite

Native Spanish Fluency

Add your
LinkedIn
page if
you have
one!

CARLOS CLARINET

carlosclarinet@utexas.edu | 956-111-1111 | [linkedin.com/in/carlosclarinet/](https://www.linkedin.com/in/carlosclarinet/)

EDUCATION

Bachelor of Music in Music Performance May 2026
The University of Texas at Austin Austin, TX
Primary Instructor: Jonathan Gunn

List
your
instructor

TEACHING EXPERIENCE

Private Clarinet Instructor August 2020 – Present
Freelance McAllen, TX | Austin, TX

- Mentor beginning/intermediate clarinet students in a one-on-one setting
- Develop innovative instructional techniques, including original warmups and practice routines
- Teach students about musicality, technique, instrument maintenance, and self-discipline
- Manage a filing system to track students' progress and assignments

Summer Assistant

Longhorn Music Camp June 2024 – August 2024
Austin, TX

- Served as an instructional assistant for beginning and intermediate ensembles
- Supervised campers ages 12-14, ensuring their personal safety and timely rehearsal attendance
- Organized and distributed music to ensembles, and set rehearsal spaces daily

CUSTOMER SERVICE EXPERIENCE

Cashier April 2022 – December 2023
H-E-B McAllen, TX | Austin, TX

- Provided friendly customer service, checking customers out quickly and efficiently
- Served at least 150 customers daily in fast-paced store environment
- Maintained inventory of products throughout store, marking shortages and ensuring product quality
- Earned Employee of the Month award in July 20xx

ENSEMBLES

Philharmonic Orchestra, *Butler School of Music* August 2023 – Present
Symphony Band, *Butler School of Music* August 2022 – Present
Crossmen, *Drum Corps International* June 2024 – August 2024
Zilker Hillside Theater Pit Orchestra June 2023 – August 2023
Longhorn Band, *Butler School of Music* July 2022 – May 2023

HONORS AND AWARDS

Principal Clarinetist, Butler School of Music Symphony Band January 2024 – Present
University Dean's List January 2023 – Present
College of Fine Arts Distinguished Scholar April 2023
TSSEC Outstanding Soloist Award May 2022

SKILLS

Languages: Spanish (native fluency)
Softwares: Finale, MuseScore, Logic Pro, Microsoft Office Suite, Google Suite

If you have
ensemble
experience,
follow this
format!

ALAN AET

animator

Include your Instagram if you're comfortable!

(806)000-0000
alananimator@gmail.com
@al4nanim4tor
alananimator.artstation.com

EDUCATION

The University of Texas at Austin December 2024
Bachelor of Science in Arts and Entertainment Technologies Austin, TX

- *Elements of Computing Certificate*
- *Innovation, Creativity, and Entrepreneurship Certificate*

List your certificates under your degree title

RELEVANT COURSEWORK

Innovation and Entrepreneurship	Principles of Animation
Video Game Industry	Advanced Creative Coding
Designing for Human Behavior	Game Character Animation
Elements of Graphics and Visualization	Elements of Computers and Programming

For technical jobs, you can list relevant coursework experience

PROJECTS

Computing Capstone August 2024 - Present

- Organize and implement local call center queue redesign on a collaborative team
- Identify project problem, objective, and goals, and implement Scrum project management technique to achieve objectives effectively

Vaccine Campaign Infographic Project January 2024 – May 2024

- Designed original educational videos using Blender and creative coding
- Communicated public health goals in a friendly, accessible animation series

EXPERIENCE

Rooster Teeth May 2024 – August 2024
Content & Programming Intern Austin, TX

- Created several original designs, including graphics and GIFs
- Conducted research to pinpoint current YouTube and TikTok trends
- Enhanced and updated background art for upcoming creative projects

Palace Coffee Company May 2020 – August 2021, May 2022 – August 2022
Barista Amarillo, TX

- Prepared and served coffee and tea drinks that met quality standards
- Properly handled and maintained all equipment in shop
- Responded to orders, questions, and concerns politely and efficiently
- Accurately handled cash and credit card payments, following appropriate cash-handling procedures

SKILLS

Languages: Chinese (native fluency), Spanish (intermediate proficiency)
Softwares: Maya, Blender, Java, Python, C++, HTML, JavaScript, Adobe Creative Cloud, Microsoft Office, Google Suite

Very important to list all technical skills that you have

ARIA ACTING

Soprano

ariaacting@gmail.com | (512)555-5555

Hair: Black | Eyes: Brown | Height: 5'4

List your physical attributes

EDUCATION

Bachelor of Fine Arts, Acting

The University of Texas at Austin

May 2025
Austin, TX

Associate of Arts, Visual Communications

Austin Community College

December 2022
Austin, TX

THEATRE CREDITS

Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date
Role	<i>Production</i>	Company	Date

Follow this format for performances

FILM AND TELEVISION CREDITS

Role	<i>Production</i>	Production Type	Date
Role	<i>Production</i>	Production Type	Date
Role	<i>Production</i>	Production Type	Date
Role	<i>Production</i>	Production Type	Date
Role	<i>Production</i>	Production Type	Date

ARTS ADMINISTRATION EXPERIENCE

Marketing & Communications Student Assistant

Texas Performing Arts

August 2023 – Present
Austin, TX

- Assist with invoicing and gathering marketing proof of performances
- Gather assets and ensure timely delivery of all marketing materials
- Submit all Texas Performing Arts events to various local event calendars
- Design marketing recaps for all events, summarizing owned, earned, and paid media

Administrative Specialist, Art Department

Austin Community College

August 2021 – December 2022
Austin, TX

- Managed administrative duties for department in support of faculty, staff, and students
- Communicated program information and assisted students
- Performed clerical duties including correspondence, supply maintenance, and mailing
- Gathered, compiled, and entered data, producing specialized reports and documents

SKILLS

Accents: British, Southern, New York

Additional Skills: Singing, Dancing, Intermediate Piano, Martial Arts

If your application is for an acting audition, remove the administrative experience

TRINITY TECH

Stage Manager

(505)444-4444
trinitytech@utexas.edu
trinitytech.wixsite.com/portfolio

EDUCATION

The University of Texas at Austin

Bachelor of Arts in Theatre and Dance, Stage Management Focus
 Minor in Media and Entertainment Industries

Austin, TX
 May 2025

STAGE MANAGEMENT

<u>Role</u>	<u>Production</u>	<u>Company</u>	<u>Director</u>	<u>Year</u>
Production Stage Manager	<i>Production</i>	Company	Director	20xx
Deck Manager	<i>Production</i>	Company	Director	20xx
Assistant Stage Manager	<i>Production</i>	Company	Director	20xx
Deck Manager	<i>Production</i>	Company	Director	20xx
Production Stage Manager	<i>Production</i>	Company	Director	20xx
Assistant Stage Manager	<i>Production</i>	Company	Director	20xx
Assistant Stage Manager	<i>Production</i>	Company	Director	20xx
Assistant Stage Manager	<i>Production</i>	Company	Director	20xx
Assistant Stage Manager	<i>Production</i>	Company	Director	20xx

Production names should be in italics

LIGHTING DESIGN

Master Electrician	<i>Production</i>	Company	Director	20xx
Light Board Op	<i>Production</i>	Company	Director	
Asst. Master Electrician	<i>Production</i>	Company	Director	
Light Board Op	<i>Production</i>	Company	Director	
Light Board Op	<i>Production</i>	Company	Director	

Include the director's name

ADDITIONAL PRODUCTION CREDITS

Prop Assistant	<i>Production</i>	Company	Director	20xx
Costume Assistant	<i>Production</i>	Company	Director	20xx
Sound Board Op	<i>Production</i>	Company	Director	20xx
Prop Assistant	<i>Production</i>	Company	Director	20xx
Props Master	<i>Production</i>	Company	Director	20xx
Sound Board Op	<i>Production</i>	Company	Director	20xx

HONORS & AWARDS

UT Theatre and Dance Department Scholarship	Aug 2022-Present
USITT Stage Management Award Winner, YDMT Awards	March 2024
University Dean's List	Jan 2022-May 2024
Fine Arts Diversity Council Scholarship Recipient	Oct 2023
Theatrical Design UIL State Bronze Medalist	March 2021

SKILLS

First Aid Training, Light Rigging, A/V, OSHA Ladder Safety Training, QLab, Vectorworks