

[Sample Exhibition Resume (CV)]

**ARTHUR I. STUDENT**

222 Van Gogh Street  
San Francisco, CA 94100  
415.555.1212

**EDUCATION**

**Bachelor of Fine Arts**, Photography, 2003  
San Francisco Art Institute, San Francisco, CA  
-President, Student Union, 2002-2003  
-Co-director, Diego Rivera Gallery, 2001-2002

**SOLO EXHIBITIONS**

*New Work*, Diego Rivera Gallery, San Francisco Art Institute, 2002  
*Invision*, SF Camerawork, San Francisco, CA, 2001  
*Recent Developments*, Minna Street Gallery, San Francisco, CA, 2000  
*Drink Some Coffee / Get a Bagel*, Caffe Sapore, San Francisco, CA, 1999

**GROUP EXHIBITIONS**

*Bay Area Now*, Yerba Buena Center for the Arts, San Francisco, CA, 2003  
*Spring Show*, San Francisco Art Institute, San Francisco, CA, 2003  
*Summer at Microsoft*, Microsoft Corporation, San Francisco, CA, 2002  
*Spring Show*, San Francisco Art Institute, San Francisco, CA, 2002  
*Four Faces*, Southern Exposure, San Francisco, CA, 2001  
*Bay Area Images*, Collision Gallery, San Francisco, CA, 1999  
*Spring Show*, San Francisco Art Institute, San Francisco, CA, 1999

**AWARDS & HONORS**

San Francisco Art Institute Continuing Merit Scholarship, 1999-2002  
The Sobel Prize, San Francisco Art Institute, 2001

**COLLECTIONS**

Mr. and Mrs. Art Patron, San Francisco, CA  
Ms. Arta Lover, Paris, France

(or, if you don't care to identify your collectors by name, you can say...  
Private Collections, Paris, France and San Francisco, California)

[Sample **Teaching** Resume]

**MONA A. LISA**  
**1002 Market Street, Apartment Z**  
**San Francisco, CA 94111**  
**415-555-1212**

## **EDUCATION**

**Master of Fine Arts**, Sculpture, September 2006- May 2008  
San Francisco Art Institute, San Francisco, CA

**Bachelor of Fine Arts**, Sculpture, September 2002 -May 2006  
San Francisco Art Institute, San Francisco, CA

- Participated in a semester-long study abroad program in Osaka, Japan.
- Served as the vice president for the Student Union, the governing student body
- National Merit Scholar

## **TEACHING EXPERIENCE**

**Teaching Assistant**, Sculpture, September 2007-May 2008  
San Francisco Art Institute, San Francisco, CA

- Collaborated with the instructor in the daily instruction and facilitation of an undergraduate class of 20 students. Duties included providing individual support to students, critiquing work, setting up classroom equipment, and teaching the class in the instructor's absence.

**Student Teacher**, May 2006-September 2007  
SFAI Young Artists Program, San Francisco, CA

- Facilitated daily instruction of 15 seventh grade students in a broad range of disciplines, including printmaking, painting, sculpture, and design.
- Managed and supported a group of 3 students throughout the process of entering projects in a city-wide art show.

**Teacher**, January 2005-May 2005  
Sensei School, Osaka, Japan

- Developed and implemented lesson plans in conversational English for classes with students of three different proficiency levels.
- Revised outdated curriculum to more accurately reflect modern, American English.

**Educational Assistant**, September 2003-September 2005  
Town School for Boys, San Francisco, CA

- Integrated technology into existing curriculum.
- Initiated a school-wide t-shirt design contest with over 200 participants in 2005.
- Supervised classroom of 30 boys, ages 10-13 in the absence of the teacher.

## **SKILLS**

- Speak fluent Japanese.
- Microsoft Office Suite, PhotoShop, Illustrator, Quark.

[Sample **Professional** Resume]

## **BEA WORKER**

1555 Mission Street  
San Francisco, CA 94133  
415.555.1212

### **EDUCATION**

**Bachelor of Fine Arts candidate, Painting**, Sept. 2002-present  
San Francisco Art Institute, San Francisco, CA

- Participated in Mobility Semester to Rhode Island School of Design, Fall 2004
- overall GPA: 3.4

### **EXPERIENCE**

**Freelance Graphic Design and Illustration**, Sept. 2002-present  
San Francisco, CA

- Provide a wide range of freelance services to over two dozen clients, over seventy percent of whom are return clients.
- Illustrated two children's books
- Interpreted author's written and verbal ideas into suitable watercolor illustrations.
- Designed and produced layout for two magazines and a brochure including all artwork, graphics, and text

**Gallery Intern**, Sept. 2003-Sept. 2004  
Walter and McBean Galleries, San Francisco, CA

- Facilitated the day-to-day basic functions of the gallery including greeting and interacting with visitors, assisting with registration of artwork, packing and shipping pieces for shipment, consulting on artwork, and performing general office and reception duties.
- Redesigned new promotional materials for distribution to visitors.

**Exhibition Installation Technician**, Sept. 2002-May 2003  
San Francisco Art Institute, San Francisco, CA

- Organized and implemented the installation of exhibition spaces for two galleries. Duties included constructing temporary walls, installing paintings, and restoring spaces to their original condition at the end of exhibits.
- Supervised four student employees.
- Assisted with installation of 55 exhibition spaces
- Reorganized work model to maximize efficiency.

**Swimming Instructor**, Jan. 1999-Sept. 2002  
Richmond Recreation Department, Richmond, CA

- Instructed swim classes for children ages 4-8 and a class for adults with water phobia. Instruction included water safety, swimming styles, and survival.
- Supervised two assistant instructors and collaborated with a lifeguard staff of 5.

### **SKILLS**

**Computer:** Macintosh and PC proficient, skilled in Microsoft Office Suite, Quark, Final Cut Pro, Adobe Suite, and Dreamweaver.

**Analytical:** Strong research/analytical skills developed in art history and theory coursework