

Biography, Artist Statement and CV/Resume

Biography

- It should be written in the third person
- Focus on your achievements (not your stylistic approach or ideas about art - this is for the artist statement)
- The first time you mention yourself (in the first sentence) use your first and last name. After that you can use first name, last name or he/she
- Start with your biggest achievements first (do not start with the fact that you've loved painting since you were a kid)
- Write in broad statements (ie: "has participated in numerous solo and group exhibitions across the United States including"... *name a couple) rather than being too specific. This makes it sound like you've done more.
- End with a punchy statement – so start strong and end strong
- Look through International Artist magazine to see examples of good biographies

Artist Statement

- This will be the hardest document you will ever write. I say this to comfort and encourage, not to scare you. Knowing that it is hard, just do the best you can
- It should be written in the first person
- It should be prose, not poetry
- Written in simple sentences that make sense in English
- It should be specific enough to your work that someone who has never seen your work before will start to get an idea of what it is like without seeing it. Also specific enough that a stranger could pair the statement with the work (and couldn't pair it with the work of another similar artist)
- Be specific about the art form (paintings? video art? What do you do? ie: I paint figurative oil paintings)

Curriculum Vitae/Resume

- A CV is a full account of your history while a resume is edited to be shorter and more specific to the opportunity applied to
- The CV lists all of your achievements in reverse chronological order
- You can look at my CV and just start plugging your information in
- With the exhibitions category put the word “Selected” first, it makes it sound like there are so many more, for example “Selected Solo Exhibitions” and “Selected Group Exhibitions”
- If you don’t have information for each category, delete the ones that don’t apply, but keep them in mind for the future
- With the “Collections” category, this is for public or corporate collections, you can’t just list everyone who’s ever bought a painting
- When starting out you can be creative about what you put on your CV. Start by wracking your mind for everything you’ve ever done. If you’ve shown your work in café’s or other venues, list that under group’s exhibitions. If you were the only one showing your work in that café list it as a solo show. If you were included in exhibitions with your school list those. Eventually your CV will start to develop fairly rapidly, but start by recording everything you’ve done up to this point, in a carefully edited CV
- When starting out you can also bulk it up a little by having categories like “Areas of Expertise” and list things like say, oil painting, watercolor painting, mural painting, etc.
- You could also have a category called “Bodies of Work” and list the different bodies of work you’ve created (give each body of work a title)
- As you get more experience, delete these “filler” categories (such as skills and bodies of work)
- Follow this format for listing shows: *title of show*, venue, city, state
- For the education category, if you don’t have formal art education, you can list workshops you’ve taken, list it: title of workshop, location, instructor
- For the cv if you’ve been in certain shows multiple years I list them in each year, you want the cv to be scannable
- Print it on your letterhead (design a logo and letterhead with your mailing address, email, phone number and website on it)
- Number the pages