



CV Outline

By Chrissy Poitras

Below is a basic outline for a simple easy to follow CV. Working in the gallery I see CV's put together in this format all the time.

Start your CV with this information just as you would in a regular resume.

Name

Address

Telephone Number

Website

Education

Should include university or college education. Unless what you studied is directly related to what you are applying for it is not necessary to include it. Always start with year (starting with the most recent), name of institution, degree, city and province.

Example:

2000-2004 Queen's University, Bachelor of Fine Arts Honours, Kingston, ON

Solo Exhibitions

When you are just getting started you should include any solo exhibition you have been in. When writing about your exhibitions you should include the year, the name of the exhibition (in italics), the gallery and the location. Exhibitions

should be listed from the most recent to Remember to follow the same format as the education section.

Example:

2001 Contaminations, Union Gallery, Kingston, ON

Group Exhibitions

This section follows the same guidelines as above.

Grants & Awards

Include any and all awards or grants you have received. Again this should be listed starting with the most recent. Remember that following the same format throughout is important.

Example:

2003 Arts in the Community Grant, Toronto Arts Council

Media & Publications

This section should include reviews, articles, essays, etc. that have been writing about you and your work in magazines, newspapers, radio, television or books. Again follow the format of year, article title, publication, pages, date.

Example:

2003 Greg Angus, Bingo, Japanese Culture Magazine, pg 12-13, Toronto, December 2003

Professional Activities

This section includes any arts memberships you are a part of, boards you have been on and any teaching you have done. This should also be listed in a similar way to the rest.

Example:

1981 Board of Directors, Ontario Society of Art

Residencies

If you have done any arts residency these should be listed. Remember to list them separately from education. List year, name of organization, medium, dates

Example:

*2009 Israel: Ceramic Artists Association of Israel & Binyamini Foundation,
Ceramic Art, November-December*

Commission

Here you should list, in the same way, any public or private commission you have done.

Example:

2004 University of Ontario Institute of Technology, Oshawa ON

Collections

List any public or private collections you are a part of.

Example:

Tanner and Associates – Mississauga, Toronto

Pectopah Productions – Toronto

Sato Films Inc. – Toronto

Lorne Eedy – St Marys

*Paintings are also held in numerous
private and corporate collections throughout Canada,
the United States, the United Kingdom, France, Chile,
Iceland and New Zealand.*