

## Advice on Writing a CV

Remember there are no hard and fast rules for writing a CV. And different versions of your CV will be sent for different types of opportunities. But here are some things to bear in mind when writing your CV:

### Do:

- Keep your layout simple and uncluttered. Avoid using stylised fonts or mixing font styles.
- Use reverse chronological order. i.e. start with the most recent first.

### Generally CVs contain the Following Headings:

- **Education.** Include details of Educational history with the most recent first. If you have Further and Higher Education qualifications then you don't need to include Secondary School education. If you do not have a degree, it's fine, relevant working and professional experience and / or training are important and should be included.
- **Solo Exhibitions.** Include year, name of exhibition, name of gallery, and location (i.e. Cardiff). If you haven't had a solo show, that's not a problem, just leave out this section.
- **Group Exhibitions.** The same as solo exhibitions but some artists include the curator of the exhibition particularly if they are well known. If you have a lot of group exhibitions list those that are most relevant to the opportunity you're applying for.
- **Residencies.** Include details of any residencies you have undertaken. Again give the date first, then the name of the residency and where the residency was. You can also write a sentence or two about the residency if there is room but don't go into too much detail.
- **Commissions.** List here any commissions you have had. Include date, name of commission and commissioning body/person.
- **Publications.** This is where you list information on any publications that have written about or featured you and your work or, if you make text or image/ text work, publications that have published your work. Generally you include name of the essay/article, Author of the piece, the magazine/ book it was from, and the date of publication. If there is a URL for the piece you can write it here so it can be accessed.
- **Awards.** If you have won any award put them here. These can be funding awards or prizes. You should list the date, the name of the award and the funding body. There is no need, unless specified to list the amount of the award.

### Some Don'ts:

- Most importantly don't include any information that is unnecessary. You want to direct the person who is looking at the CV to information that will stand out amongst other CVs. You would not for example want to include lots of employment history in an exhibitions CV.
- You don't need to make the CV any longer than it needs to be. One to two pages is enough and most opportunities ask for your CV to be no longer than this.
- Don't forget that if you are just starting out there will be space ready to start to fill, that's completely fine.
- Don't include photographs on your CV unless specifically asked for. Images can be submitted as a separate PDF file, Jpeg images or links to online examples. Be sure to adhere to the requirements of the opportunities when deciding how to send images.
- Don't use different styles of font or colours. Make it simple, clear and concise.
- Remember your CV is sometimes the only information someone will get about you aside from looking at your work. The information contained in it can say a lot, so be honest. If you are just starting out, the curators and gallerists who will want to work with you like to see a CV that holds potential rather than one that is already complete.