

Resume Tip Sheet

Sharon Bass, JAM Mentor

The Guidelines for Juried Artist Member Application can be found on the SAQA website at www.saqa.com/JAM then Application Info.

Prepare a document that meets the specific needs of the JAM Review Panel (JRP). This resume contains the items expected by the JAM Review Panel. For the JAM review, you will be submitting a “**Selected Resume**.” This means it will not list everything you have ever done. That would appear in a CV—the complete story of your professional life. Nor is a resume a biographical sketch or paragraph.

Ready? Here’s some general information:

1. For most printed resumes, your name and email address should be at the top of every page. For the JAM *online* submission, just put your name at the top of the first page and then, under your name, enter Selected Resume.
2. FYI, you can follow either style: resume or résumé. Both forms are acceptable. I do the former because it is easier to type.
3. A resume is an accurate, concise, business document used to organize basic credentials in a style relevant to the evaluators, allowing them to review resumes in an even-handed manner.
4. JAM Selected Resumes should be **no longer** than three (3) pages.
5. **This is the order** to use for your JAM Selected Resume categories. Please note, not everyone will have something under each heading. That’s okay. Also note, items within each category should be listed in reverse chronological order—most recent first.
 - Exhibitions (In this order): Solo, Invited or Invitational, Juried, then Group exhibitions. Under each sub-category begin with the year (see sample resume) then list the exhibit title, if juried or curated provide the names of the juror(s) or curator(s), the name of venue and its location.
 - Awards / Prizes: “Best of Show” awards, grants received or artist residencies awarded. List the title of the award, who issued the award, and the date.
 - Media/Publications: Television appearances, magazine articles you have written, books you have written or contributed to, blogs you write, etc. List the title of program or article or book, the name of station, or publication, and date.
 - Critical Reviews (of your work) and/or Artist Profiles: List the name of the publication, the title of the article, the author, and date published.
 - Public Installations / Private Collections: List the names of any public, corporate or private collections of your work.
 - Gallery representation: List the gallery, its location, and dates of representation.
 - Other professional activity: List curatorial or other professional activities. Do not list workshops you have attended. List other professional positions held if you believe they are of sufficient relevance, importance, or influence.
 - Professional Affiliations, including SAQA.