

# ***THE RESUME HANDBOOK***

*for CoFA students and alumni*

**Fine Arts  
Career Services**

The University of Texas at Austin

@ U T F A C S  
[UTexas.edu/finearts/careers](http://UTexas.edu/finearts/careers)

DFA 1.103  
(512) 232-7333  
[FACS@Austin.UTexas.edu](mailto:FACS@Austin.UTexas.edu)

***FINE ARTS CAREER SERVICES OFFERS:***

**ONE-ON-ONE ADVISING**

Resume review, cover letter review, mock interviews, general career direction advising. Interested in making an appointment? Call us!

**JOB SEARCH**

We curate a job board exclusively for CoFA students and alumni called *Fine Arts Works*.

**PROGRAMMING**

Our in-house programs include Tips and Tiffs workshops, Industry Insights guest presentations, and Info Sessions on FACS-specific initiatives.

**FUNDING**

Internship Scholarship, Professional Development Travel Initiative (PDTI) Grant, New York Seminar Grant, Civic Engagement Grant. See website for deadlines!

**AND MORE**

Online internship classes, New York Seminar, Undergraduate Professional Development Committee, et cetera

@UTFACS - [FINEARTS.UTEXAS.EDU/CAREERS](http://FINEARTS.UTEXAS.EDU/CAREERS)  
(512) 232-7333 - [FACS@AUSTIN.UTEXAS.EDU](mailto:FACS@AUSTIN.UTEXAS.EDU)

.....

**Note:** Fine Arts Career Services will happily review your job search documents. You can schedule an appointment with a Career Advisor by calling (512) 232-7333, e-mailing [FACS@Austin.UTexas.edu](mailto:FACS@Austin.UTexas.edu) or stopping by DFA 1.103.

## WHAT IS THE PURPOSE OF A RESUME, AND HOW DOES IT DIFFER FROM OTHER PROFESSIONAL DOCUMENTS?

---

A resume is a concise summary of your professional experiences and qualifications. It is a marketing tool used to introduce you to employers during a job or internship search. Its purpose is not necessarily to get you a job offer; rather, its purpose is to get you in the door for an interview. This guide is designed to inform you about all the basics of assembling a traditional resume. For the interest of keeping this handbook concise, not every element of the resume will be explicitly stated; instead, the examples in the back of the handbook should be used for reference for how to lay out this document. Through the handbook, we'll address common methods and myths. For more personalized advice, we encourage you to make a one-on-one appointment with a FACS staff member!

In most job searches, applicants are expected to submit a one-page resume, a cover letter, and references. The heading you craft for your resume will also be used as your heading for your cover letter and list of references, making it function like letterhead. For information on writing a cover letter, please ask a FACS staff member for a copy of our cover letter writing handbook. For information on writing a list of references, skip ahead a few pages.

Of course, being a fine arts professional, you're going to require additional documents beyond the traditional resume. Careers in technical theatre require a technical resume. Musicians will need to compile a performance resume. Studio artists will put together a C.V. (short for curriculum vitae), which is different than a C.V. that is used for applying to graduate school. For the purposes of keeping this handbook short, we will be focusing on the traditional resume format. This is traditionally used for applying for arts administration jobs. Again: we're happy to work with students one-on-one to assemble these kinds of documents.

## HOW IS A RESUME REVIEWED?

---

Research shows that employers spend an average of 10-15 seconds reviewing a resume before deciding to screen out an applicant. Everything in your resume should be intentionally included. We recommend that students have more than one version of their traditional resume. The amount of resumes you should have depends on your goals. For example, a studio art major with an interest in both in art restoration and community art programming would want two resumes that focus on their specific experiences/skillsets in each area. This might require omitting experiences that were formative to their professional development to highlight their most relevant experiences. A resume should not be a record of everything you've ever done. However, we do strongly recommend that you keep an on-going personal resume for record of everything you've done, a "Master Resume," because it can be used to source information for future resumes.

# THE BASICS

---

## *Presentation*

- Your resume should be neat, attractive, professional, and visually accessible. The format should be consistent and easy to read. Remember, your resume is a form of non-verbal communication. Make a good first impression.
- Use bullets or some other form of delineation and avoid complete sentences.
- It should be editorially consistent. If you abbreviate in one section, you should also abbreviate in other sections. Make sure that any bold, italics, or other type choices are consistent through the document.
- Although most word processing programs contain resume templates, do not use them. Making changes to the formatting can be tricky and prohibit you from making changes in the future.
- Your resume should be sent as a PDF file. No matter what operating system is used, employers will be able to open your resume with all the formatting intact. Before you send it, make sure that the PDF file prints out properly.
- Make sure the name of the file is something professional and succinctly informative, such as “smith\_resume.pdf”
- Your resume should be one full page. It must reach the last line of the document. This can be frustrating during editing because it requires a push-pull of information, but it's critical. It should be no more than one page as some employers will lose interest over two pages, and some will even not consider resumes that are more than one page. The exception to this rule is, of course, if they request a longer resume.

## *Language*

- It should be error-free. Check for correct spelling, punctuation, grammar, and word usage. Have someone else review your resume for these kinds of errors!
- Never lie or stretch the truth on your resume. People will check, and when you are found out, you will lose all credibility.
- Learn the “buzzwords” for the field in which you are seeking employment and use them appropriately in your resume. This will demonstrate your familiarity with the industry.
- Pay attention to the tense, ensuring it matches the dates for a specific position. For example, a position that you previously held but don't hold anymore would have verbs in the bulletpoint description written in past tense.
- Always begin your phrases with an active verb and use the active voice.

## SECTIONS OF A RESUME

---

For resumes to be easy to read, they are organized into categories. Employers can easily scan the information of interest to them with proper organization. It is important that resume sections are in a certain order, which we have listed below. On a resume, you should generally organize your sections so the most important information is at the top.

### *Contact Information*

Consider the section with your contact information your heading. This heading will be also used on all of your professional documents through your job application, much like a letterhead. This is the section on your resume where you can get the most creative. Your name should be the largest text on your resume. Some people will even design their own logos for their name or put special design focus on their name so that they are branding themselves. This section should also include your e-mail address, phone number, and location. A progressing trend in the professional world is to include the city only on a resume. Employers no longer snail mail job applicants, and it's an effective way to maintain your security. If you have a website, online portfolio, or relevant social media, you should include it in your heading. Make sure that your e-mail address is professional.

### *Objective*

We no longer recommend that students include an objective or a profile on their resume. In the current hiring market, it's standard for employers to request a cover letter, eliminating the need for an objective. We are including this information here to say very clearly: do not include an objective! It takes up very valuable space!

### *Education*

This section should always come under your heading! You'll want to include the institutions from which you have received or are pursuing degrees. Include and spell out the name of the degree, your area of study, and the name of the institution. Also include the date that you anticipate receiving or have received the degree as well as the location of the awarding institution (even if it's redundant). See the resume examples in the back of the handbook for solid examples on how to write this.

This is also a great place to highlight any study abroad experience, institution-awarded academic awards, certificates, thesis topics, et cetera, as applicable. As a last resort to fill one page, you can list relevant coursework here, but it's generally not recommended because your major is likely suggestive of that coursework. We do not recommend that students include their GPA here because, unlike most industries, our conversations with employers have led us to believe that there are many arts employers with unfair biases against GPAs. Also, do not include your high school in this section! We know you graduated from high school because you're now in college!

## *Experience*

Your experience and education sections are the heart of your resume. Experience does not necessarily have to be paid employment. It can include internships, traineeships, apprenticeships, self-employment, part-time work, miscellaneous informal services, and volunteer performances. In deciding which experiences to include on your resume, think about the skills and abilities that would be of most interest to the potential employer. For example, if you are applying for a teaching position, include any teaching or coaching experience outside of your area of focus.

Experiences should be split into separate section headers related to how you want to highlight the experiences. The back of the handbook has great examples of this, but some other examples could be “Arts Administration Experience,” “Teaching Experience,” “Freelance Experience,” et cetera. Under each heading, list your most recent position first and the rest in reverse chronological order.

Describe your responsibilities using short statements that demonstrate success, practical experience related to your field, and the fact that you have persistent work habits. Each statement should start with an “action verb.” A list of action verbs is included in this handbook. In outlining your experience, you must include your title, the name of the organization, location, and dates of the experience. Descriptions should be bulleted, short phrases that are detailed and descriptive. Anywhere possible, descriptions should also include numbers (such as how many students you taught) and dollar amounts (such as you raised \$1,000 for a fundraiser). Resumes are written in the first person, but omit the use of nominal pronouns such as “I,” “my,” and “me.”

## *Technical Skills*

This will be the shortest section of your resume. On many resumes, it's only two lines! This is where you'll want to specifically address any software experience, technical training, language competencies, et cetera. For non-language skills, you'll want to simply list the name of the program or skill. For language skills, look up the “ILR Scale” and qualify your skillset using this language. We recommend separating your skills into two lines, identifying them by “fluent” or “proficient” capabilities.

## *Additional Categories to Consider*

Depending on both your field and experience, you might consider including a section not mentioned previously. If you have received many awards, especially in the community and not through school, you might consider an “Awards and Honors” section. If you have any “Professional Affiliations,” that could be a heading to consider to group any memberships. If you've presented on a relevant topic in spaces beyond your coursework, you might consider a “Presentations” section. If you've attended conferences or workshops that you think might be of interest to the employer, a heading using either of those phrases would

be a great space to talk about either one. In these cases, you'll take on a new formatting in which you'll left align the dates, tab over, and then write just the name of the award, conference, membership, et cetera.

## REFERENCES

---

References are usually requested at either the application or interview stage. Your references should never be listed on your resume – that's your valuable space to highlight your qualifications, and you should treat it as such! Employers expect a list of names, contact information, titles, and organizations in a separate, one-page document. As mentioned previously, you'll use the same header from your resume and cover letter.

Using 2 – 4 references is appropriate unless the employer specifies a number of references. Be sure to ask permission before including anyone as a reference. Also, it is good protocol to provide your references with a copy of your resume. They should be professional, academic, or experience-related rather than character references. References should be able to speak in detail about your qualifications, skills and potential. Unlike your resume, your list of references doesn't have to fill an entire page. See the next page for an example of what a reference document looks like.

# MARCO DEL ROSSI

Austin, Texas - (512) 123-4567 - MDelRossi@utexas.edu

## REFERENCES

---

### **Dr. Daphne Hatzilakos**

Professor, Department of Theatre and Dance, The University of Texas at Austin

123 Campus Drive.

Austin, TX 78705

(512) 555 - 1111

[daphne.hatzilakos@austin.utexas.edu](mailto:daphne.hatzilakos@austin.utexas.edu)

### **Archie Simpson**

Director, Zach Theatre

123 Zach Theatre Drive

Austin, TX 78704

(512) 555 - 2222

[archie.simpson@zachtheatre.org](mailto:archie.simpson@zachtheatre.org)

### **Daniel Raditch**

Director of Development, The Long Center

123 Long Center Drive

Austin, TX 78704

(512) 555 - 3333

[draditch@longcenter.org](mailto:draditch@longcenter.org)



## HINDA'S LIST OF ACTION VERBS (From Resume Pro: The Professional's Guide)

### Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Displayed  
Drew  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized  
Shaped  
Solved

### Communication/

#### People Skills

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed

Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Described  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Elicited  
Enlisted  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded

Solicited  
Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Wrote

### Teaching Skills

Advised  
Adapted  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Set goals  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

### Management/ Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained

Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Established  
Evaluated  
Executed  
Generated  
Handled  
Headed  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Organized  
Originated  
Overhauled  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Strengthened

Supervised  
Terminated

**Helping Skills**

Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Cared for  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

**Organizational/ Detail Skills**

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified

Coded  
Collected  
Compiled  
Corrected  
Corresponded  
Dispatched  
Executed  
Filed  
Generated  
Implemented  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Organized  
Ordered  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Retrieved  
Reviewed  
Routed  
Scheduled  
Screened  
Specified  
Set up  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

**Technical Skills**

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Converted  
Debugged

Designed  
Determined  
Developed  
Devised  
Engineered  
Fabricated  
Fortified  
Installed  
Operated  
Overhauled  
Programmed  
Rectified  
Regulated  
Remodeled  
Repaired  
Replaced  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized

**Research Skills**

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Identified  
Inspected  
Interpreted  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Searched  
Summarized  
Surveyed

Systematized  
Tested

**Financial/Data Skills**

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured  
Planned  
Prepared  
Programmed  
Projected  
Reduced  
Researched  
Retrieved

**More Verbs for Accomplishments**

Achieved  
Completed  
Expanded  
Exceeded  
Improved  
Pioneered  
Reduced (losses)  
Resolved (issues)  
Restored  
Spearheaded  
Succeeded  
Surpassed  
Transformed  
Won

# James “J.T.” Yorke

2400 Guadalupe St, Austin, TX 78751 | 512-555-5555 | jtyorke@utexas.edu

## EDUCATION

---

*The University of Texas at Austin*

May 2017

**Bachelor of Arts, Theatre and Dance**

Austin, TX

**Bachelor of Arts, Plan II Honors**

Plan II Thesis: Cuban-American Experience: An Oral History Collection and Performance

- University Honors August 2013 – May 2017
- Terry Scholar August 2013 – May 2017

## ARTS ADMINISTRATION EXPERIENCE

---

**Student Associate**

January 2016 – May 2016

*The University of Texas at Austin, Fine Arts Career Services Office*

Austin, TX

- Assisted with arrangements for the UT New York Seminar for Arts Administration, a networking trip for students to connect with employers
- Communicated travel information to 10 students by maintaining a listserv and arranging pre-departure meetings
- Researched travel options for group and contacted arts venues to plan networking events

**Education Intern**

August 2014 – Dec. 2014

*The Thinkery*

Austin, TX

- Created, distributed, and analyzed surveys for parents that were used to assess the success and growth of the storytime program
- Forged relationships between the museum and various university organizations to facilitate connections for programming partners
- Proposed and coordinated the performance of a touring children’s show at the museum on internship committee

## LEADERSHIP EXPERIENCE

---

**Orientation Advisor**

December 2014 – Aug. 2015

*The University of Texas at Austin, Dean of Students Office*

Austin, TX

- Planned a welcoming event for freshmen, which involved managing and instructing 50 staff members, including writing event instructions and leading a pre-event meeting on logistics
- Advised and oriented 15,000 incoming students with team of 25 orientation advisors
- Facilitated diversity dialogues in each of the 4 summer orientation sessions to students
- Managed a committee that wrote, directed, and staged a play for 8,000 incoming students
- Created and maintained a complex duty schedule for 5 staff members

**Stage Management Intern**

January 2014 – May 2014

*The Alley Theatre*

Houston, TX

- Assisted the 8-person stage management team during rehearsal and production processes
- Facilitated set up, movement, clean up, and storage of all show props

## TECHNICAL SKILLS

---

**Fluent:** Microsoft Office Suite, iMovie, Final Cut Pro

**Proficient:** Adobe Creative Suite, Limited working proficiency in Spanish

---

## ASHLEY KERWIN

---

ashleykerwin.com | Austin, TX 78705 | (555) 123-4567 | ashley.kerwin@austin.utexas.edu

---

### EDUCATION

---

The University of Texas at Austin **May 2018**  
Bachelor of Science, Art and Entertainment Technologies **Austin, TX**  
Minor in Arts Management and Administration  

- Elements of Computing Certificate

### ACADEMIC PROJECTS

---

**HACK-A-FRAC for VR (ATX HACK4CHANGE)** **June 2016**  

- An educational game centered around mathematical fractions built with Unity and HTC Vive.

**Desert Defenders** **September 2016**  

- A 3D tower-defense game built using Unity at the 2016 EGaDS! Game Jam.

### SOFTWARE ENGINEER EXPERIENCE

---

**Rubicon Labs, INC** **February 2016 to Present**  
*Software Engineer, Quality Assurance* **Austin, TX**  

- Assist Quality Assurance Lead in building and testing system releases using Linux/Windows/MAC machines as well as assisting in the design, development, and execution of automation scripts with tools such as Jenkins using MQTT, Django (with SQLite), Python, and Java/JavaScript.
- Aid in identifying, documenting and tracking bugs to isolate system bugs, and validate bug fixes.
- Created an automated email script using Python and JSON to send bi-weekly updates to all employees.

**Mobile App Development Android Workshop** **September 2016 to Present**  
*Participant* **Austin, TX**  

- Engaged in a 12-week development workshop in partnership with Google to foster a creative environment for students interested in learning mobile application development for Android devices using Java.

**Electronic Game Developers Society** **September 2015 to Present**  
*Programmer* **Austin, TX**  

- Work with teams of 4+ people to implement gameplay system and logic in Unity and Unreal using C++ and C#.

**ASMP 2.0 Enterprise Data Management Team, UT Austin** **September 2015 to May 2016**  
*Student Associate* **Austin, TX**  

- Assist with the Workday ERP Implementation, including data conversions, mapping, and custom report development for a team of 10 people and all UT academic departments.
- Unrestricted access to 500+ documents containing institutional data for strategic information management and statutory reporting, regardless of source, platform or location.
- Use of reporting services web content to facilitate access and discovery of available reports across administrative systems.

### LEADERSHIP EXPERIENCE

---

**Humanity First TX Chapter, UT Austin** **November 2015 to May 2016**  
*Digital Marketing Director* **Austin, TX**  

- Planned and operated events for the organization such as a charity fashion show which raised over \$2000 benefitting domestic abuse victims and over \$1000 for the Eliminate Project.
- Responsible for maintenance of organization's website, social media accounts, and other tools such as Mail Chimp to send newsletters and information to over 100 members.

**Arts and Entertainment Technologies Student Committee** **September 2016 to Present**  
*Historian* **Austin, TX**  

- Photograph, upload and organize photos for organizations' Facebook and Instagram accounts
- Collaborate with on-campus organizations and faculty to hold joint events.
- Keeps a detailed record of all organization activities including membership and fees, documenting any events hosted by the committee.

### MEMBERSHIPS

---

Arts and Entertainment Technologies Student Committee **September 2016 to Present**  
JAKS the Wormhole **September 2016 to Present**

### TECHNICAL SKILLS

---

**Fluent:** C++, HTML/CSS, Java/JavaScript, Linux, and Python.  
**Proficient:** C#, Go, Jenkins, Relational Databases (Django), and SQLite.

# MANNY SANTOS

Austin, TX 78751 | (512) 555-5555 | msantos@austin.utexas.edu

## EDUCATION The University of Texas at Austin

*Bachelor of Arts, Theatre and Dance*

May 2017

Austin, TX

- Business Foundations Certificate
- Bridging Disciplines Program, Social Entrepreneurship & Non-Profits Certificate

## MARKETING Long Center for the Performing Arts

May 2016 – Present

### EXPERIENCE *Marketing Intern*

Austin, TX

- Collaborate with marketing team to promote and advertise the 2013 – 2014 season
- Write and curate articles for the organization's community-facing blog *Long Story Short*, reaching audience of 5,000+
- Conceptualized and implemented system for guests to enter contests using Google Forms
- Composed copy for marketing emails, community outreach, and social media accounts
- Generated reports on donors and repeat guests to the center for use in development team's annual gala planning utilizing database containing 18,000 records

## The University of Texas at Austin, New Theatre

May 2014 - Present

*Marketing and Outreach Director*

Austin, TX

- Create and manage social media accounts on Facebook, Twitter, and Tumblr; increased following from 0 to 750+ on each platform
- Generate content strategies for social media accounts, utilizing research and on-campus resources
- Collaborated with Theatre and Dance Director of Marketing to establish the UTNT brand

## Rude Mechanicals

Jan. 2013 – May 2014

*Intern*

Austin, TX

- Created and wrote an official online internship application for potential applicants
- Designed layout and user experience of the website with co-artistic producer team
- Researched and wrote a plan for updating and digitizing the publicity archive totaling 2,000 records for use in the following fiscal year
- Drafted a grant for the Austin City Foundation requesting \$15,000 in funds

## TEACHING Western Art Academy

Summers 2012 - 2015

### EXPERIENCE *Camp Chaperone*

Kerrville, TX

- Assisted theatre teacher with organizing materials and lesson planning
- Organized all activities for assigned group of teenagers, coordinating with teachers, counselors, and existing summer activity schedule
- Assumed responsibility with a team for the safety of 25 teenagers during their stay in on-campus dorms, on field trips, and during activities

**TECHNICAL Fluent:** Microsoft Office Suite, iMovie, Final Cut Pro

**SKILLS Proficient:** Adobe Creative Suite, Limited working proficiency in Spanish

# PAIGE MICHALCHUK

Austin, TX – (512) 555-5555 – paige.michalchuk@austin.utexas.edu

## EDUCATION

---

### The University of Texas at Austin

*Bachelor of Arts in Art History*

*Business Foundations Certificate*

- Phi Beta Kappa Honors Society; University Honors; College Scholar

December 2016

Austin, TX

## RESEARCH EXPERIENCE

---

### Capitol Partners Consulting

*Administrative Assistant*

- Provide administrative support during the 83rd Texas Legislative Session to lobbyists and public affairs consultants with an industry diverse clientele, keeping the principals organized and free to devote more time to client work
- Research background information and survey media coverage daily on two major clients, a major network provider and a statewide coalition, allowing principals to better manage governmental relations
- Prepare internal reports to keep principals informed on the coalition's actions and deliver external biweekly reports to the coalition that detail the principal's achievements, enabling the principals to better serve their clients
- Schedule meetings with members of the Texas Senate and House of Representatives to maintain the principals' relationships with members of the legislature
- Act as liaison with major client executives to enhance efficiency in communications

March 2016 – Present

Austin, TX

### The Contemporary Austin

*Intern to the Executive Director*

- Reported directly to Interim Executive Director to assess the institution's current mission and presence resulting from the November 2011 merger with Arthouse
- Wrote a 40+ page report that analyzes the museum's strengths and weaknesses in governance, programming, financial management and other key operations while providing recommendations for future strategic planning and re-branding
- Interviewed key staff members and conducted research to evaluate the museum's departments, programs, and resources
- Collected and categorized critical legal, personnel, financial, governance and other vital museum documents to provide support materials to the new Executive Director

March – September 2012

Austin, TX

## ART ADMINISTRATION EXPERIENCE

---

### Art Alliance Austin

*Production Intern*

- Supported production efforts for the annual Art Night Austin gallery tour by preparing timelines, applying for city permits, ordering paper supplies, hand-delivering flyers, and assisting with site walk-throughs to ensure a successful event of 2,500 attendees
- Oversaw deliveries and set-up of supplies, food, and beverages and helped delegate volunteer roles for the Art Night after party

February – March 2015

Austin, TX

### Jack S. Blanton Museum of Art – Gift Shop

*Retail Assistant*

- Guided customers in selection and purchase of unique retail merchandise to drive store sales
- Arranged in-store product and jewelry displays applying visual merchandising techniques
- Created vendor purchase orders and processed inventory through Winretail management system and Tradewind POS

July 2014 – March 2015

Austin, TX

### The Contemporary Austin

*Site Rentals Intern*

- Managed correspondence with clients to secure rentals of the museum's two distinct locations, Laguna Gloria and The Jones Center
- Prepared purchase orders, client invoices, and contracts to obtain all necessary documents from clients
- Created venue profiles for the museum on event planning websites to increase the volume of rentals

Sept. – December 2014

Austin, TX

## TECHNICAL SKILLS

---

- **Languages:** Professional working proficiency in Spanish and French; Elementary proficiency in Portuguese
- **Databases:** Salesforce.com; Tessitura
- **Software:** Adobe Creative Suite; Microsoft Office Suite

# Hazel Aden

2700 Guadalupe, Austin, TX 78712  
(512) 555-5555 | [hazel.aden@utexas.edu](mailto:hazel.aden@utexas.edu)

## EDUCATION

---

**The University of Texas at Austin**  
*Bachelor of Arts in Art History*

*May 2016*  
Austin, TX

## FINANCIAL ADMINISTRATION EXPERIENCE

---

**Ulta Beauty**  
*Assistant Manager*

*September 2015 – Present*  
Austin, TX

- Supervise and lead a team of 15 associates, training them in company policies and expectations.
- Delegate associate tasking by placing the appropriate employee in one of the four store departments, and giving a concise list of tasks to be completed by end of shift.
- Open, close and balance registers at \$200 each day, and balance safe at under \$2,000 at the end of operating hours.
- Coordinate sales events with brand representatives once a month, setting specific guest attendance goals for recruiting guests to said events, and setting sales initiatives with a minimum \$3000 goal.
- Build strong relationships with corporate and brand representatives by working as a team to achieve sales goals and guest satisfaction.
- Participate in daily conferences and draft a daily planner, to highlight each day's sales goals and tasks to be completed.

## ART HISTORY EXPERIENCE

---

**University of Texas at Austin Department of Art and Art History**  
*Student Researcher*

*January 2016-May 2016*  
Austin, TX

- Received intimate, hands-on experience with a collection of over 100 ancient Latin American and Mesoamerican vessels.
- Trained by the curator of the collection on methods for properly handling and storing the ancient vessels.
- Conducted original research on a specific Moche vessel from the collection, which had never been previously studied nor published, in order to ascertain its iconographic meaning, purpose, and possible origins.
- Wrote findings in a 10-page research paper, to be officially catalogued with the collection and made available to future students working with the vessels.

**University of Texas at Austin Antiquities Action**  
*Member*

*January 2016-Present*  
Austin, TX

- Participate in meetings for a university organization which focuses on promoting the awareness of illicit looting, trade and destruction of cultural heritage.
- Attend symposiums and presentations encouraging awareness and activism for cultural heritage preservation, bringing faculty, students, and scholars together.

## SELECTED TECHNICAL SKILLS

---

Fluent: Microsoft Word; Microsoft Powerpoint; OpenOffice

Proficient: Professional working proficiency in French; Adobe Flash; Adobe Photoshop

# CRAIG MANNING

1234 Any St., Austin, TX 78757

512-555-7333

c.manning@utexas.edu

---

## EDUCATION

### **The University of Texas at Austin**

Bachelor of Music in Music Studies

- University Honors

May 2016

Austin, TX

Fall 2013 – Spring 2014

## CERTIFICATION

Texas Educator Certificate: Music EC-12

Pending

## TEACHING EXPERIENCE

### **Lamar Middle School, Austin ISD**

Band Department Student Teacher

August 2014 - Present

Austin, TX

- Co-develop comprehensive curriculum and lesson plans for beginning band instruction
- Organize and implement rehearsals and sectionals before, after, and during school
- Teach beginner clarinet class
- Conduct concert program for a 50-piece non-varsity band
- Coached chamber music ensembles in preparation for solo and ensemble competition
- Perform piano accompaniment for students playing solos
- Perform administrative tasks such as filing out paperwork, making copies, organizing the band library, and operating recording equipment

### **Kyle Elementary School, Hays ISD**

Student Intern, 5<sup>th</sup> Grade

January 2013

Kyle, TX

- Taught music classes to a various ability level group of 25 socio-economically diverse students
- Incorporated a computer-based learning component into curriculum
- Designed and implemented classroom management strategies through the consistent application of rules and structure
- Developed a positive, working relationship with parents through parent/teacher conferences, monthly newsletters, weekly progress reports, telephone calls, and e-mail

### **McCallum High School, Austin ISD**

Marching Band Visual Technician

August 2012

Austin, TX

- Provided suggestions for improvement of marching and music
- Collaborated with staff to write marching drill

## RELATED EXPERIENCE

### **VICTORY Tutor Program**

Reading Tutor

August 2013 – Present

Austin, TX

- Taught 5 third grade students lacking reading fluency and comprehension skills
- Tutored 2 fourth grade ESL students to improve reading comprehension

### **The University of Texas at Austin**

Union Board Member

August 2014 – May 2015

Austin, TX

- Planned \$5,000 budgets and distributed funds to campus organizations

## PROFESSIONAL MEMBERSHIPS

2012 – Present

Texas Music Educators Association

2015 – Present

Phi Beta Kappa

## TECHNICAL SKILLS

- **Language:** Native language proficiency in Spanish; Limited working proficiency in French
- **Software:** Microsoft Office Suite; Adobe Creative Suite; Salesforce.com



---

## EDUCATION

**The University of Texas at Austin • Austin, Texas**

**May 2017**

- College of Fine Arts: Bachelor of Arts in Art History
- McCombs School of Business: Business Foundations Program
- Bridging Disciplines Program: Certificate in Media, Culture, & Identities
- University Honors

---

## PROFESSIONAL EXPERIENCE

**Dallas Museum of Art • C3 Education & Art Camp Intern • Dallas, Texas**

**June – August 2015**

- Coordinated and executed, in partnership with the museum's Education Department, 8 week-long art camps for children ages 4-12.
- Worked with art camp teachers and developed relationships with children through daily interaction and assistance in order to contribute to a successful camp and create a lasting experience for the students.

**Startalk Language Program • Teaching Assistant • Euless, Texas**

**June 2015**

- Developed curriculum & taught intermediate level Mandarin Chinese to approximately 15 middle school students in the Hurst-Euless-Bedford Independent School District.
- Choreographed and taught a traditional Chinese dance performed by approximately 20 middle-school students on the last day of class.
- 

**English Summer Camp • Instructor • Shenzhen, China**

**July 2014**

- Developed curriculum and taught higher level English (sentence structure, complex vocabulary) to middle school children in Shenzhen, China
- Prepared and directed an English skit for students to perform their achievements on the last day of class.

**Dallas Holocaust Museum • Intern • Dallas, Texas**

**July – August 2013**

- Answered phones, conducted ticket and museum gift shop sales, answered visitor questions, and took sales inventory.
- Set up and broke down traveling exhibitions and led guided tours; wrote educational and inventorial reports, listened to and recorded survivor testimonies.
- Supported fifteen administrators and directors through research and various organizational responsibilities.

---

## LEADERSHIP EXPERIENCE

**The University of Texas at Austin Senate of College Councils • Financial Director**

**April 2015-Present**

- Properly delegate, approve, and manage a budget of \$82,996 for the 20 College Councils at UT and over 70 student organizations throughout the year.
- Work closely with University administrators to create and vote on legislation that betters the academic life of students.

**The University of Texas at Austin Fine Arts Council • Development Coordinator**

**August 2015-Present**

- Serve as the official voice of the students of the College of Fine Arts to the faculty and administration of the University.
- Plan and execute social, service, and academic events for the College of Fine Arts.
- Keep track of donations and money spent on events throughout the year; collaborate with Fine Arts Council officers, University Senate officers, and over 30 local businesses to secure donations and contributions for events.

**Austin Chinese Dance Company • Co-Founder, Financial Director**

**August 2014-Present**

- Co-founded dance group at the University of Texas at Austin specializing in Chinese traditional and modern dance.
- Perform for various different organizations, cultural events, benefit nights, and leadership summits across campus.

---

## VOLUNTEER EXPERIENCE

**Umlauf Sculpture Garden & Museum • Austin, Texas**

**February 2016 - Present**

- Answer visitor questions, lead guided tours, and maintain grounds.

---

## SELECTED SKILLS

**Language Skills:** Native/bilingual proficiency in Mandarin Chinese, professional working proficiency in German

**Technical Skills:** Microsoft Office Suite, basic HTML/CSS

If this was helpful, make sure  
that you pick up a copy of the  
FACS Cover Letter Handbook!