

An Easy Start to an Artist CV and Biography

The objective of this template is to provide prompts and space to think about what you would like to include in your artist CV and biography.

Artist CV's are usually 1-2 pages. Make sure your name and current contact information is clearly listed at the top of the CV. Think about your work and practice with the following categories in mind.

Education: List colleges you have attended starting with the **most recent**. Spell out the **entire name of the school**, list the **degree** you received there and the **dates** you attended.

Grid for Education section.

Work Experience: List your work experiences, starting with the **most recent** or the **most relevant**. For each work experience write 2 bullet points describing what your responsibilities were in the position you held. These should demonstrate what you are capable of doing, including your **technical skills**, what you have **learned** and **projects you have delivered**.

Grid for Work Experience section.

Residencies/Studio Engagements/Apprenticeships.

Grid for Residencies/Studio Engagements/Apprenticeships section.

Exhibitions: List exhibitions you have been a part of, starting with the **most recent**. State the **title of the show** (in italics), the name of the **gallery**, the **city** and the **year** that the exhibition took place. Sub-categories can include group exhibitions, solo exhibitions, or curatorial projects.

Grid for Exhibitions section.

Achievements: List any **grants, scholarships, fellowships, awards, etc.** that you have received.

Grid for Achievements section.

Biographies are usually **250-300 words** and written in the third person. They present a selection of highlights from your CV.

Biographies usually include information about your **education**, the **medium/s** you choose to work with, and your achievements, including **exhibitions, residencies, grants and awards**.

First Draft: *Create a first draft for your biography using your responses to the prompts on the previous page, following the guidelines above.*

A large rectangular area with a light gray background and a grid of small gray dots, intended for writing a first draft of a biography.

Some Technicalities:

Edit your CV down to 1-2 pages to include highlights relevant to the application. You can keep a full, unedited copy of your CV accessible on your website.

Create a consistent layout for your artist CV, especially keeping dates appearing in the same column across categories.

You may want to include additional categories such as 'Publications', 'Collections', 'Commissions' or 'Bibliography' if your work requires them.

Resources

For CV template designs:
www.templates.office.com

For more guidance on how to write your CV:
www.artquest.org.uk/how-to-articles/artist-cv/

For more guidance on how to write your biography:
www.artworkarchive.com/blog/how-to-write-an-appealing-artist-biography

For news, research and art opportunities:
www.a-n.co.uk