

PROJECT X
COVER LETTERS & CURRICULUM VITAE

The Cover Letter

What is a cover letter? *A cover letter is a one-page letter addressed to an employer to tell them why you are qualified for their open position. 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* (from *The Cover Letter Handbook* linked below).

There are endless resources to assist you in formulating a cover letter, a few linked below, which you should review. In addition, here are a few guidelines:

- Find out the name and title of the person to whom you're writing and be sure you have the correct spelling; avoid 'to whom it may concern' letters! When in doubt, use "Dear Members of the Search Committee" (for faculty positions) and "Dear Members of the Hiring Committee" (for other positions).
- Use your own style.
- Be concise, one page maximum.
- Use simple language, not flowery phrases.
- Show your distinctiveness and fit for the job/organization.
- Triple check all grammar, punctuation and spelling!
- Use Active voice only.
- Use the same paper and font for your cover letter as you did for your resume.
- Be sure to sign your cover letter.
- If you are sending an electronic resume as an attachment, your cover letter IS your email.

Cover Letter Resources:

<https://www.thebalancecareers.com/cover-letters-4161919>

<https://www.gyst-ink.com/cover-letters/>

<https://www.theatlantic.com/entertainment/archive/2014/07/how-to-write-a-cover-letter-according-to-leonardo-da-vinci/374669/>

<https://assets.mica.edu/files/resources/coverletters.pdf>

<https://finearts.utexas.edu/sites/files/cofa/coverletterhandbook2017.pdf>

<https://drive.google.com/file/d/1zrxA43HFW2ykr4PjTBOIGHPFv4FBKKgi/view?usp=sharing>

The Curriculum Vitae (CV)

What is a CV and why aren't we calling it a résumé?

From the College Art Association "Visual Artist Curriculum Vitae: Recommended Conventions" Standards & Guidelines: *The curriculum vitae conventions [presented here](#) are primarily for those with academic careers. Approaches to CV development can vary based on number of years in the field, area(s) of specialization, specified institutional formats, etc.*

According to Merriam-Webster's Online Dictionary (www.m-w.com), the noun "curriculum vitae" is pronounced: "kə-'ri-kyə-ləm-'vē-.tī, -kə-ləm-, -'wē-.tī, -'vī-.tē\ plural: cur-ric-u-la vitae" and literally means "course of (one's) life." The Latin term "curriculum vitae" is commonly used, so it need not be underlined or italicized. The abbreviation "CV" should be written in uppercase without periods. This format has been adopted by the Modern Language Association of America (MLA) and The Chicago Manual of Style (CMOS).

There is a difference between a CV and an artist résumé. The CV is a record of all your professional activities, usually intended for use in academic situations as well as for applications to employment opportunities. The artist résumé is an abbreviated document, typically one to four pages in length, and is often tailored to reflect a specific expertise. The artist résumé is used in conjunction with commercial and non-profit galleries, the search for exhibition opportunities, residency and grant applications, public art proposals, etc.

The CV outlined here, the “long CV,” is merely a framework on which to build. It takes into account the basic needs of both the artist and the readers of the document. As your career progresses, you will undoubtedly need to add new categories or make changes in your format. Always keep your CV up to date, just as you would letters of reference.

Occasionally, you might be asked to provide a “short CV.” It, too, is usually designed for academic needs and is sometimes requested for grant applications, special events, etc. It highlights your most significant professional achievements and should be three or four pages in length (unless the maximum length is specified). Service and nonacademic activities are usually omitted in a short CV. If you have a significant number of exhibitions or a lengthy bibliography, you might place them under Selected Solo Exhibitions or Selected Bibliography.

The categories you choose to include in your CV are based entirely on your experiences. No one CV looks identical to another, as you can see in some examples linked below.

Please use this site as a guide: <https://www.collegeart.org/standards-and-guidelines/guidelines/visual-art-cv>

EXAMPLE CVs

[Stinely Expanded CV](#)

[Stinely Selected CV](#)

[Counard Selected CV](#)