

ART RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed

Find more documents here



Frida K. Jones

El Paso, TX | (915) 776-7788 | fkjones@miners.utep.edu | [in/fkjones](https://www.fkjones.net) | www.fkjones.net

EDUCATION

Bachelor of Arts in Art Education with minor in Graphic Design
The University of Texas at El Paso (UTEP)

Anticipated: 00/202X
Overall GPA: 4.00/4.00

Awards

Second place, 202X Annual Juried UTEP Student Art Exhibition

TEACHING EXPERIENCE

Art Teacher

00/202X – 00/202X

Young Rembrandts (YoungRembrandts.com)

El Paso, TX

- Delivered art lessons both in person and through various digital platforms to classes of 20+
- Enhance student education and encourage artistic creativity by utilizing various techniques and methods

STUDY ABROAD

International Scholar - Art History 3399

00/202X – 00/202X

UTEP Department of Art

Rome, Florence, Venice and Naples, Italy

- Investigated the historical and artistic significance of Rome during its ancient, Medieval, Renaissance and Baroque eras, including its architecture

VOLUNTEER

Docent Volunteer

00/202X – 00/202X

International Museum of Art

El Paso, TX

- Helped with various events and activities, interacting with visitors during tours and ensured fulfilling experiences

INTERNSHIPS

Education Intern

00/202X – 00/202X

El Paso Museum of Art

El Paso, TX

- Participated in various projects and educational programs including parent and child workshops
- Acquired fundamental skills and knowledge relevant to museum and gallery work
- Acted as the main point of contact and organizer for student group events

Educational Outreach Intern

00/202X – 00/202X

UTEP Stanlee and Gerald Rubin Center for the Visual Arts

El Paso, TX

- Helped with the research, planning, and execution of different programs for the public, such as family events, tours, community activities, and exhibition-related gatherings
- Created the “Visual Art Kids” event hosting over 30 children in creative projects

STUDENT & PROFESSIONAL ASSOCIATION

Active Member

00/202X

Maximo Art Society, UTEP

El Paso, TX

- Worked together to build a network of young artists at UTEP and in the surrounding area with a focus on promoting professional and personal growth in the arts

Student Member and Convention Attendee

00/202X

National Art Education Association, 202x NAEA National Convention

New York City, NY

SKILLS

- Experienced in social media platforms such as Behance, Instagram, and Pinterest
- Comfortable in speaking, reading, and writing in Spanish, Italian, and French

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 7/23