



RYMAN ARTS

Career Preparation

2016

Careers in the Arts 1

Cover Letter Sample 4

Resume Writing Resources 5

Letter of Recommendation 9

CAREERS RELATED TO VISUAL ART

advertising art director
advertising commercial director
advertising copy writer
advertising creative director
advertising illustrator
advertising photographer
aerial photographer
animation director
animator (digital/traditional)
antique restorer
architect
architectural illustrator
architectural technologist
art auctioneer
art consultant
art critic
art dealer
art director-film/video/print
art editor
art historian
art lecturer
art librarian
art publisher
art therapist
art/film critic
artist-in-residence
artists' agent
assistant director
automobile specialty painter

B

background artist
basketry artisan
billboard designer
book jacket designer
buyer

C

cabinet maker
calligrapher
caricaturist
carpenter
cartographer
cartoonist
ceramic tile artisan
ceramicist
child's day care worker
children's book designer
children's book illustrator

choreographer
cinematographer
color consultant
comic book inker
comic book creator
comic strip artist
computer graphics designer
conservator
corporate designer
costume designer
court artist
crafts artisan
creative director-advertising
curator
cutter & editor

D

dark room technician
dentist
design consultant
design engineer
digital artist
digital film maker
diorama artist
director
display artist
display designer
documentary photographer
drafts person
dressmaker

E

editorial art director
editorial illustrator
editorial photographer
elementary teacher
exhibition designer

F

fabric designer
fashion buyer
fashion designer
fashion editor
fashion illustrator
fashion photographer
fiber artist
field-expedition artist
film editor
film/video camera operator
film/video lighting designer

film/video sound engineer
floor covering designer
florist
foundry artist
functional designer
furniture designer

G

gallery director
gallery owner
glass blower
glass designer
graphic artist
graphic designer
greeting card designer
guide

H

hair stylist
haute couturier

I

illustration agent
illustrator freelance
industrial designer
industrial photographer
interior decorator
interior designer

J

jeweler
jewelry designer

L

landscape architect
layout artist
layout designer
lecturer
letterer
lighting consultant
lighting designer
lithographer
logo designer

M

machine designer
magazine designer
makeup artist
marine illustrator
market researcher

medical illustrator
metalworker
milliner
mock-up artist
model maker
mosaicist
motion picture camera operator
multi media designer
muralist
museum guide

P

package designer
painter
parade float designer/builder
paste-up artist
performance artist
photo journalist
photo-retoucher
photographer
photography editor
police & legal photographer
police artist
primary teacher
print maker
properties artist
publicity director
puppet maker

R

renderer
researcher
restorer

S

salesperson
scenic designer
scientific illustrator
sculptor
serigrapher
set designer
sign painter
silversmith
special effects technician
stained-glass designer
stonemason
structural design engineer
stylist

T

tailor
tattoo artist
taxidermist
teacher
technical illustrator
textbook author
textile designer
theatrical photographer
tool designer
tour guide
toy designer
travel photographer
TV animator
TV background artist
TV commercials director
TV director
type designer
typography designer

U

upholsterer
urban planner

V

visual aids artist

W

wallpaper designer
weaver
website designer
window decorator
woodcarver

SAMPLE COVER LETTER

A cover letter is a document you give to potential employers to

show your interest and fit in the position you are applying for.

YOUR NAME
YOUR ADDRESS
TODAY'S DATE

RECIPIANT'S NAME
RECIPIANT'S TITLE
RECIPIANT'S ADDRESS

Dear [Recipient Name]:

[Paragraph about what job you are applying for, and a short reason why you think you are a good match for that job] Example:

I am writing in response to your ad in the Elm Street News. The position requirements and my skills are a perfect match.

[Paragraph about what specifically about you makes this job a good match. This could be specific things, like similar work experience, and general things, like a lifelong love of whatever they do at the company you're applying for. It could also be personal traits, like how you work well in groups, speak a relevant foreign language, etc.] Example:

4

As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I would like to meet with you, and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,
[Your Signature]
[Your Name]

SAMPLE STUDENT RESUME

A resume is a document you give to potential employers to

show the training and experience you have. Use this template to create your own resume, tailoring it to fit your need.

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER AND EMAIL ADDRESS

YOUR URL IF YOU HAVE AN ONLINE PORTFOLIO

EDUCATION (Start with your most recent education first.)

NAME OF COLLEGE YOU CURRENTLY ATTEND:

Major:

Number of Semesters completed:

Expected date of Graduation and Degree:

Arts Courses you have taken:

NAME OF HIGH SCHOOL YOU ATTENDED OR ATTEND:

Grade:

Arts courses you have taken:

OTHER ART COURSES YOU HAVE TAKEN:

(This is where you list Ryman Arts. List the classes you have taken here and the year you took each class. Also list any other related classes you have taken out side of school.)

HONORS, AWARDS, EXHIBITIONS OR OTHER RECOGNITION YOU HAVE RECEIVED

(List each semester you've been at Ryman Arts as a scholarship, list any exhibitions you have been in)

YOUR VOLUNTEER/COMMUNITY SERVICE, WORK OR INTERNSHIP EXPERIENCE

(List ALL experiences, putting the most recent first.)

Type of Work:

Name of Business or Organization:

Dates of Work (from—to)

How many hours or days per week?

Indicate if it was: Volunteer? _____

Paid Work? _____ Internship? _____

(Repeat as needed for each experience.)

OTHER TALENTS AND SKILLS YOU HAVE

(List and explain if necessary.)

___ Software/Word Processing (PC/Mac)

List programs:

___ Public speaking

___ Languages

List languages:

___ Organizing Gallery Exhibits/Art Installations

___ Other:

REFERENCES (List 3 people such as teachers or past employers who would be willing to be contacted by a prospective employer

about your abilities and personal qualities. Be sure to ask their permission before giving out their names, and let them know when someone might call them. Include the best way to reach them, usually a telephone number at work.)

Name of Reference:

Occupation:

Telephone:

How this person knows you:

RESUME INFORMATION WORKSHEET

Use this worksheet to list all of your education, experience and skills. Then type up your resume according to the resume sample in our Career Preparation packet, or another one you find. You are an artist, so formatting your resume to look good will be part of how you represent yourself as a creative and visual person. This worksheet is very plain looking, but your resume will look much snappier.

Section 1: Your contact information. Name, home address, email address, phone number, URL of your website if you have one.

Section 2: Education. Your education, with your current school listed first, then other relevant educational experiences listed underneath in reverse chronological order.

Full name of your High School, city, and your graduation year:

Example: Theodore Roosevelt High School, Los Angeles, 2016

You can list Ryman Arts here

Example: Ryman Arts program, spring 2012 to present

6 Other Courses you have taken (classes you have taken apart from High School and Ryman Arts. Only include your high school years)

Example: California State Summer School for the Arts, 2013

Section 3: Honors, awards

Honors you have received (name of honor, date)

Example: Student of the Year, Theodore Roosevelt High School, 2013

Awards and scholarships you have received, contests won (name of the award, date)

Example: First Place in Bank of America's Black History Month Poster Contest, 2012

Exhibitions you have been in (name of exhibition, location, date)

Example: Ryman Arts Student Exhibition, California African American Museum, Los Angeles, July 2013

Section 4: Work Experience Including jobs, internships, volunteering – really any time that you’ve had responsibilities.

List your paid jobs, including informal work like babysitting. List job title/type of job, organization/company, city, dates of work, one or two sentences describing the job or your responsibilities.

Example: Bookseller, Barnes & Noble, Fullerton. July 2012 to present. Shelled books, assisted customers, worked the cash register, assisted during special events.

Example: Babysitting, various families, Los Angeles and Culver City. 2010 to present. Provided child care for children ranging from newborns to 12 years old.

Volunteer or community service (including school office, clubs, sports leadership, girl scouts, tutoring - anything where you have had responsibilities)

Example: Team Captain, Baseball, Theodore Roosevelt High School. Fall 2012 – Spring 2013.

Commissions (have you been paid to complete an art project?)

Example: Commissioned to create a mural for Frank’s Barbershop, Los Angeles, 2013.

7

Section 5: Skills. You have a lot to offer, and here’s the place to list it!

Languages (Language, level of mastery)

Example: Spanish, fluent. French, conversational and reading ability.

Computer software and relevant applications (Software, level of mastery)

Example: Experienced with Microsoft Office, Photoshop and Illustrator. Very skilled with social media including Facebook and Twitter.

Technical art skills

Example: Strong observational drawing skills. Experienced with most drawing and painting media.

Other skills/facts (This is where that one unusual/unexpected thing about you can make you stand out and shine! Or, a place to put a useful skill you have, that may not otherwise have come up.)

Example: Certified CPR instructor, former competitive chess player



Crystal Jow

831 Winston Avenue, San Marino, CA 91108

Phone: 626-378-0771 E-Mail: crystaljow@alum.calarts.edu

This is the resume of a Ryman Arts student. Note how she showcases her skills even though she hasn't had any actual paid work experience.

Objective: Seeking a summer internship with BRC Imagination Arts to gain more experience in the themed entertainment industry.

Work & Volunteer Service History

JowJow Creation

<http://www.jowjow.etsy.com>

11/09- Present

- Created online store to increase revenue for JowJow Creations
- Provide custom orders for special events
- Promote JowJow Creation at Booths in festivals to increase company sales

TJ Max,

Temple City, CA

10/11- 12/11

Sale Associate Intern

- Merchandised products for consumers and organization of the store
- Provided excellent customer service to increase sales

San Marino Peer Mentoring Program,

San Marino, CA

01/10 – 06/10

Peer Mentor

- Assisted students with class work
- Guided students to their classes

Skills & Abilities

- Bilingual in English and Chinese
- Computer proficient: Adobe Photoshop, Adobe Illustrator
 - Microsoft Office: Word, Excel, PowerPoint
- Drawing and rendering abilities

Honors & Awards

- Nominee, Lucile Ryman Carroll Student Award -3/11
- Student of the Year Nominee, Business Management- 2011-2012
- 1st Place, Volunteers of America Mural Contest- 11/11
- 1st Place, Walt Stewart Courtroom Art Contest - 11/11

Education

- | | |
|--|---------------|
| • BFA Experimental Animation, California Institute of the Arts, Valenica, CA | Class of 2016 |
| • San Marino High School, San Marino, CA, GPA 3.8 | Class of 2012 |
| • Business Management, Regional Occupational Program | 2010- 2011 |
| • Graphic Design, Regional Occupational Program | 2010- 2011 |
| • Fashion Merchandising, Regional Occupational Program | 2011-2012 |
| • Screen Printing, Regional Occupational Program | 2011-2012 |

Extracurricular Activities

- | | |
|---|---------------|
| • Ryman Arts Program | 2011- Present |
| • Publication, San Marino Junior Taiwanese American Student Association | 2010- Present |
| • Publication, San Marino National Art Honor Society | 2010 – 2011 |

LETTER OF RECOMMENDATION

If you need a letter of recommendation, here are certain things you should do before you ask.

1) Prepare an information sheet that you will give to the person from whom you are requesting the letter and include the following:

- Who is this letter going to? Give the name and address of the person to whom the letter is to be sent.
- How is the letter getting to its destination? Is the recommender uploading it online, giving a printed up copy to you, or mailing it directly to the school or company? If the recommender will be mailing a letter, provide an addressed envelope or envelopes with proper postage included for the recommendation to be sent in.
- What should the letter contain? Give a short description of what you would like the focus of the letter to be.
- When is it due? Be clear about when exactly the letter has to be completed. It should be at least two weeks from the time that you are asking.

2) How to ask

- Give the person writing the letter at least two weeks advance notice. (Most professionals have very busy schedules and it is unrealistic to ask them to write a letter for you in less than two weeks).
- Do not ask unless you think the person will give you a good evaluation.
- If you need more letters in the near future, let the person know ahead of time, so they will keep a copy on their computer. The date and address can be changed easily. A whole new letter is not necessary.

** Something Important to Remember

- You are asking for a favor. Please make it as easy as possible for the person you ask.