

# MEDIA, ART & PERFORMANCE & Other Creative Fields

## Entry-Level Resume & Cover Letter

For each application, revise sections (titles, order) to present your relevant strengths (e.g., skills, experience).

**Job Scam Protection:** Concerned? Give a cell number, email address and/or LinkedIn invitation.

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**Optional Section & Headings:** Objective, Goal, Job Target, or delete.

**Margins:** 1" (2.54 cm) margins all around.

### Target Position

Summer position as \_\_\_\_\_ or Position in \_\_\_\_\_ **Option:** No job title? Note the field: e.g., Media Production

**Heading Options:** Relevant Experience; Professional Profile; Relevant Knowledge, Skills & Experience

### Profile of Relevant Skills & Experience

Concept Development, Visual & Multi-Media Design, Illustration & Drawing (2-D & 3-D), \_\_\_\_\_  
Client Consultation, Digital Marketing, Art Teaching, Event Planning, Intercultural Teams, \_\_\_\_\_

#### Painting & Design

**Keyword Summary:** Highlight your strengths using keywords from the job posting.

- *Portfolio:* www.ochitwa.ca
- Independent artist with paintings in several collections: Saskatchewan Arts Board Permanent Collection, Southwest Gallery, \_\_\_\_\_.
- Assisted Art Director with preparing set designs for television series: *Truth or Myth* (TV Company)
- Collaborated on production team to design and paint stage sets for productions: *Macbeth* (Theatre Company), *Down the Rabbit Hole* (Company), \_\_\_\_\_ (Company)
- Consulted with clients and designed promotional materials (posters, logos) for \_\_\_\_\_
- Conceptualized, designed and produced \_\_\_\_\_
- Software: Adobe InDesign, \_\_\_\_\_
- *Courses include:* Advanced Painting, Advanced Open Studio, Digital Graphics for Theatre, Scenic Design and Model Making, Designing Shakespeare, \_\_\_\_\_

**Note relevant courses. Be selective.**

#### Arts Programming & Administration

- Collaborated with community groups to plan and coordinate arts program: Creative Summer.
- Ability to \_\_\_\_\_
- Oversaw program promotions and multimedia advertising including \_\_\_\_\_
- Proficiently completed administrative tasks including budgeting, bookkeeping and \_\_\_\_\_
- *Computer:* Mac and PC, Microsoft Office (Excel, PowerPoint, Word)

#### Communication & Self-Management

**Provide some details, statistics and examples.**

- *Languages:* English, Cree, Spanish (basic)
- Interact and communicate respectfully with people of diverse backgrounds
- Independently initiate projects and manage completion by deadlines
- \_\_\_\_\_

**Customize for Each Application:** Analyze requirements, sort them into categories and name (headings).  
Use exact keywords to describe your talents and relevant experience (e.g., knowledge, skills and abilities).  
Include noteworthy examples from your artistic, academic, volunteer and/or work experience.

### Education

**Bachelor of Fine Arts Honours – Visual Arts (Painting)**

University of Regina, Regina, SK

20XX – present

(expected completion April 20XX)

#### Scholarships & Awards

Dean's Honour List, Faculty of Media, Art, and Performance, University of Regina

Winter 20XX

Youth Talent Award – Painting, Saskatchewan Visual Arts Association

20XX

#### Professional Development & Certificates (selected)

Managing Your Digital Portfolio, CARFAC Saskatchewan Visual Artists

20XX

Contracts and Legal Issues for Artists, CARFAC Saskatchewan Visual Artists

20XX

Set Protocol/Set Safety Training, Saskatchewan Media Production Industry Association (SMPIA)

20XX

## Exhibitions

*Perfectly Imperfect* (solo) Carmine Smith Gallery, Willowbrook, BC 20XX  
*In Between* (group), NeoLight Gallery, Saskatoon, SK 20XX

## Commissions

*Land Meets Sky*, Commemorative Painting, Prairie Historical Society 20XX  
*Past, Present, Future* (train station mural), Rockton, SK 20XX

## Relevant Experience

**Heading Options:** Experience, Work Experience; Related Employment

### Assistant Art Director / Scenic Painter

May 20XX – present

Independent Productions Inc., Winnipeg, MB

- Assist Art Director with designing visual elements for television series *Truth or Myth*
- Prepare detailed drawings and designs of interior and exterior sets, and \_\_\_\_\_
- Realize design plans in painting numerous sets and backdrops including \_\_\_\_\_

### Marketing Coordinator

**Verb Tense:** Use past tense for completed tasks and past jobs. Apr. – Sept. 20XX

New Music Festival, Regina, SK

- Liaised with sponsors and community organizers regarding planning, administrative procedures and logistics (e.g., promotions, equipment, transportation)
- Monitored planning to ensure compliance with health and safety standards, and city by-laws
- Oversaw multimedia marketing (website, radio/TV, print)
- Recruited, trained and supervised 20 volunteers assisting with \_\_\_\_\_
- Increased attendance each year: 4% (20XX), 6% (20XX) and 9% (20XX)

### Arts Program Coordinator (volunteer)

May – Aug. 20XX

Culture and Recreation, Rochdale, SK

(summer)

- Collaborated with representatives of community organizations to develop an interdisciplinary summer arts program (visual arts, music, drama and dance) for children and youth
- Communicated with local artists and managed instructor contracts for 15 workshops
- Assisted instructors with adapting activities to the needs of participants with diverse abilities
- Coordinated the *Summer Arts Festival* showcasing the diverse artistic creations (music, dance, theatre): *Films Fantastic*, *Arts Alive*, *Life is Dramatic* (various venues)

## Other Experience

**Option:** If you use "Relevant Experience" (above), include a section on "Other Experience."

Sales Associate, Books n' Things, Regina, SK

May – Aug. 20XX

## Memberships & Activities

**Heading Options:** Associations & Activities, Affiliations & Activities

### Memberships

CARFAC Saskatchewan Visual Artists – Member 20XX – present

Saskatchewan Arts Alliance – Associate Member 20XX – present

Saskatchewan Media Production Industry (SMPIA) – Student Member 20XX – present

### Volunteer

20XX *Art with Heart Show & Sale*, Cardiac Foundation – Display Assistant, Rochdale, SK

### Activities

Travel, languages, biking, reading, gardening

**Option:** References & Portfolio

## References & CV Available Upon Request

**Not sure when to submit your Reference List?** Check with the employer. Many request references only when interested in interviewing you. Bring copies of your Resume and Reference List to interviews. Include at least two supervisory references.

Try to follow up on your application (phone call or email). Check if it has been received and ask to speak with someone about it. Highlight your related interests, strengths and experience. Ask when they would like your Reference List, a CV and/or portfolio.