# Template: Arts and cultural CV (or resume)

This template can help artists and arts workers prepare a CV to present their arts and cultural training, activities and experience. A CV is required at the Canada Council when you:

* choose and submit an applicant profile on the portal;
* apply for grants; or
* nominate yourself to be part of a committee that assesses applications.

You can use this optional template to build your CV, or you can use one you already have.

## How to use this template

If you choose to use this template, follow these instructions:

1. Delete the text in **blue** once you have read it.
2. Replace [square brackets]and content in them with your own information.
3. Delete sections and headings you don’t need. All sections are optional. But make sure to include sections that are relevant to your chosen applicant profile, grant application, or self-nomination to participate in an assessment committee.
4. Change section headings to better reflect your experience and activities if needed.
5. Use bullet points or short sentences to describe your activities and experiences in each section.
6. Answer the 4Ws (who, what, when, where?) in each section of your CV.
7. List activities, starting with the most recent, in each section.
8. Show your upcoming activities by adding “upcoming” (in parentheses) to any confirmed activity.
9. Aim for a document that is readable and no longer than 2 or 3 pages. You don’t have to include everything. If you have participated in many activities, only include the most recent and most important.

# [Your name]

## [website URL] | [social media URLs]

## Summary

[Briefly share your story (no more than 250 words). Describe the type of arts and cultural work you do, how you learned your skills, your areas of specialization, accomplishments you are proud of, the communities you work with, or anything related to your work or artistic practice that you wish to share.]

## Arts and cultural training and learning

How did you learn your arts and cultural skills? Training and learning can take place in different ways, including outside of school settings.

[Date or period] [Type of training; what you learned; where you trained or name of your teacher or mentor; location]

## Artistic and cultural work presented to the public

Have you presented your artistic and cultural work to the public? If not, delete and move to the next section.

[Date or period] [Title of work; type of presentation; your role; venue and location; name of producer, presenter, curator, publisher, organizer, etc.]

## Artists and community collaboration activities

Have you organized or participated in community collaboration arts and cultural activities? If not, delete and move to the next section.

[Date or period] [Activity; your role; participating community members or partners; location]

## Arts and cultural work experience

Have you been contracted or hired to work at a job in the arts and culture sector? If not, delete and move to the next section.

[Date or period] [Your role; where you worked or whom you worked for; location]

## Teaching and mentorships

Have you led workshops, taught courses, or mentored people in the arts and culture sector? If not, delete and move to the next section.

[Date or period] [Course or workshop taught; name of institution, organization or group; location]

## Volunteer experience

Have you volunteered for arts and cultural events, or been a board or committee member for an arts and cultural group or organization? If not, delete and move to the next section.

[Date or period] [Your role; name of volunteer group or organization; location]

## Residencies

Have you participated in a residency? If not, delete and move to the next section.

[Date or period] [Name of host group or organization; location]

## Artist talks, presentations and articles

Have you given an artist talk, participated in a panel, written an article, or made a presentation about your arts and cultural work or activities? If not, delete and move to the next section.

[Date or period] [Name of event or publication; location, name of publication; URL]

## Awards and community recognition

Have you received recognition for your arts and cultural work or activities? If not, delete and move to the next section.

[Date or period] [Name of award; name of presenting group or organization; location]

## Assessment and adjudication

Have you been an assessor or jury member in an arts and cultural context? If not, delete and move to the next section.

[Date or period] [Type of assessment; name of group or organization]

## Media coverage

Have there been any articles or online features about you or your arts and cultural work or activities? Have you been interviewed about your work? If not, delete and move to the next section.

[Date or period] [Article or podcast title; author; short description; name of publication; URL]

## Memberships

Are you involved with, or a member of, an arts and cultural group, collective, organization or association? If not, delete this section.

[Date or period] [Your role; name of the group, organization or collective]