

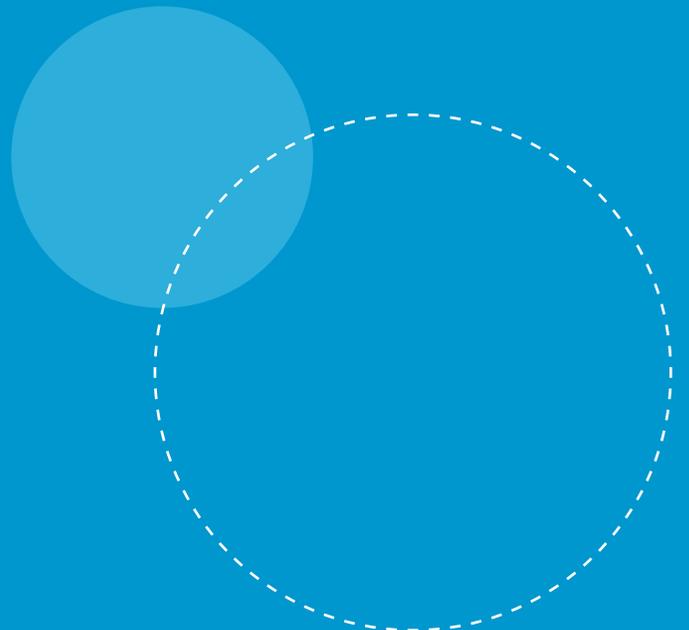
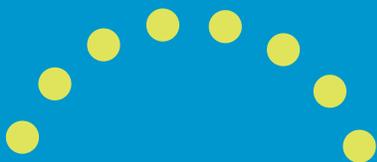


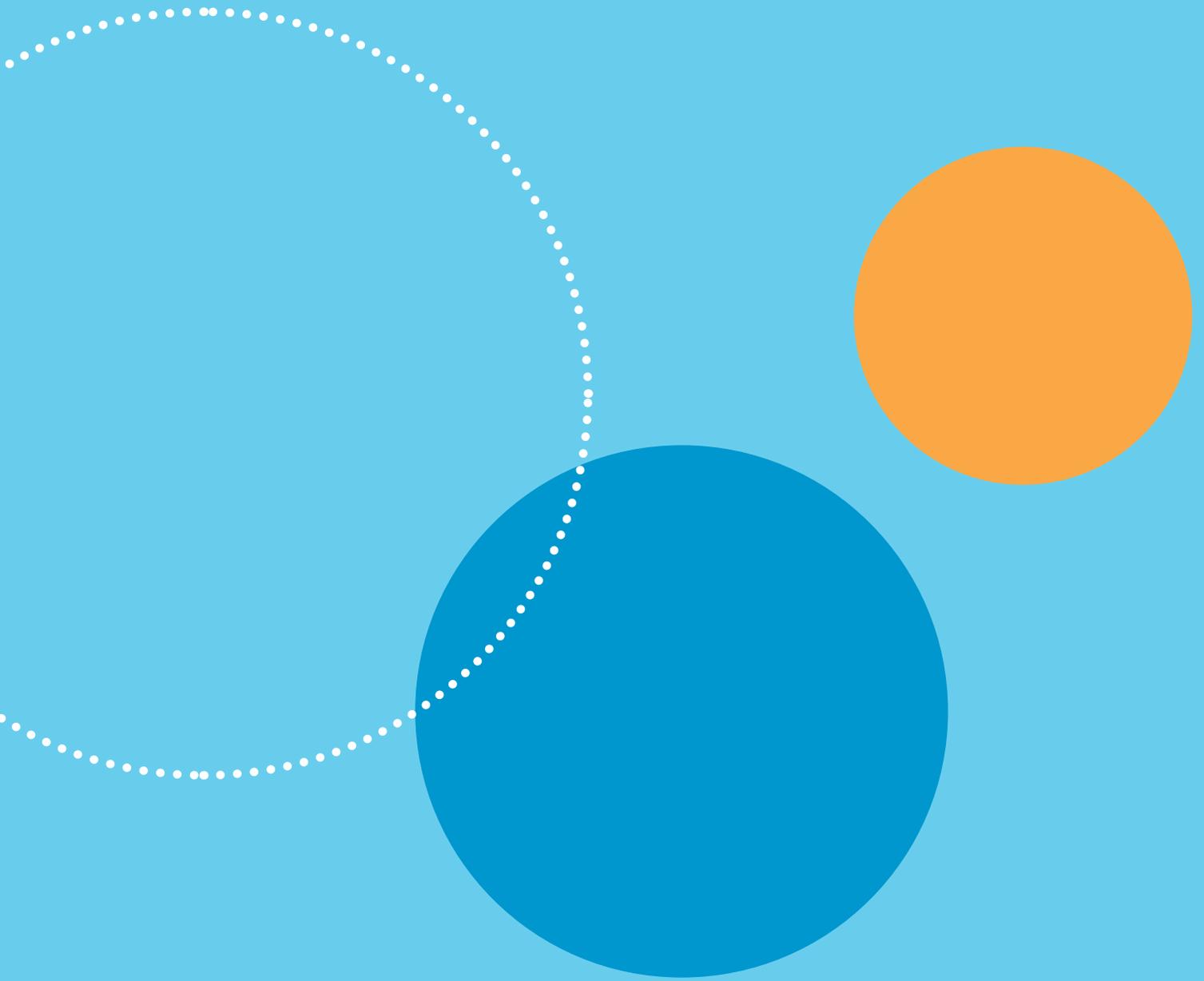
School of the Art Institute
of Chicago

CAREER AND
PROFESSIONAL
EXPERIENCE

CAPX TOOLKIT

Tips and **Tools** to Prepare for
Internships and **Jobs**





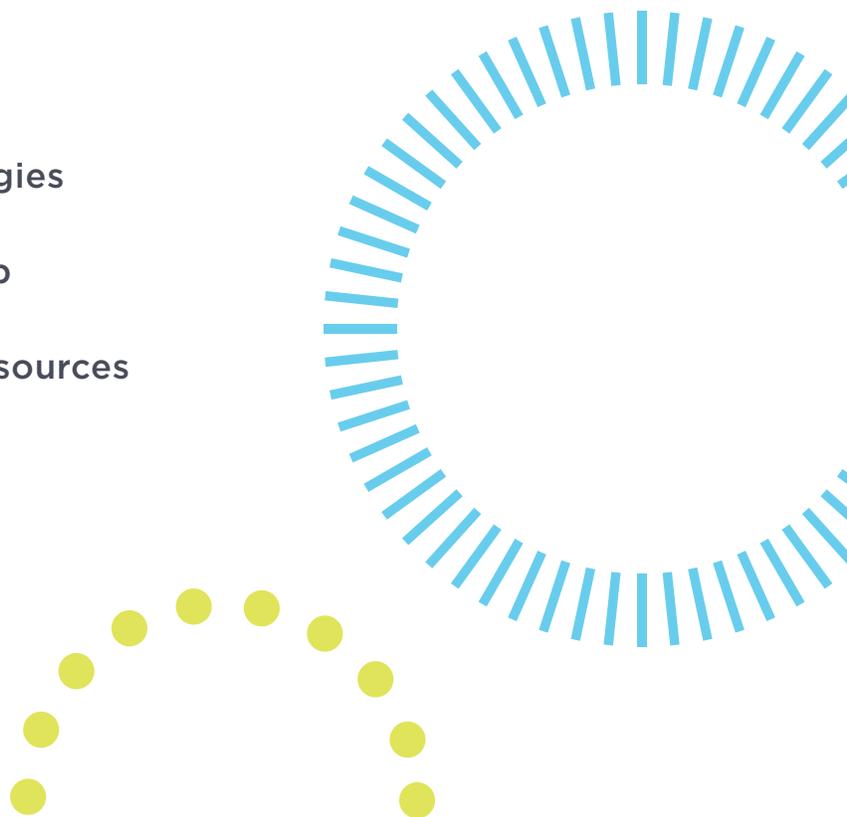
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Design Concept: Students in SAIC's d.Studio class,
Ashley Jung, Nancy H. Hu, and Yewon Oh, under the
faculty guidance of Mark Stammers, Adjunct Associate
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THE PIECES AND PARTS

No two job applications are alike and yours should stand out from the rest. Your application should be tailored to the position you are applying for. Highlight your strengths and accomplishments, and communicate that you are uniquely qualified—the ideal candidate for the job.

RÉSUMÉ

A résumé is written document that summarizes and promotes your professional experience, accomplishments, education, and skills. Your résumé should typically be no longer than one page. The goal is to stand out from the competition and secure an interview. Recruiters and employers typically spend no more than 10 seconds reviewing résumés at first glance.

CURRICULUM VITAE (CV)

Similar to a résumé, a *curriculum vitae* (CV) is a summary of your education, experience and skills. It is used for professional opportunities that require a detailed professional history, most commonly for academic and research positions. Typically, CVs are longer than résumés—at least two or three pages and can be over 20 pages.

ARTIST'S CV

The artist's curriculum vitae (CV) provides a detailed overview of your artistic professional history and achievements, listed in chronological order of your career. Whereas an Artist's Statement is a testimony to your work, the CV is record of your career milestones and details of your accomplishments. When coupled with your Artist's Statement, an effective CV illustrates your growth as an artist and the development of your work over time.

COVER LETTER

A cover letter is a self-introduction that highlights your key accomplishments and why you are a fit for the position you are applying for. It explains why you are contacting them,

what you know about them, how you can contribute to their success, and why they should meet you. Few employers seriously consider a résumé unaccompanied by a cover letter; thus, a cover letter needs to be part of your job search strategy. Cover letters also help employers assess your written communication skills. They want to see that you are enthusiastic about the position and able to communicate your excitement clearly. Each cover letter must be tailored to each job and each employer.

PORTFOLIO

A portfolio is a thoughtfully designed selection and presentation of your creative work. It demonstrates your range of skills, and embodies your ideas, research, innovations, and work process. Like other professionally focused material (such as cover letters and résumés), a portfolio is continually in flux, and is intentionally tailored for specific opportunities. Selecting work for a portfolio requires careful thought, since you want to present both a range of work and only your finest examples.

ONLINE PRESENCE

Job seekers must have a professional online presence to be competitive in today's job market. It is not enough to tell people what you can do; you need to show them by managing your online reputation.

In addition to your personal website or blog, a profile on LinkedIn.com and an online portfolio are essential tools for communicating your capabilities

as a creative professional. LinkedIn is the preferred professional social media tool to build strong connections with employers and other professionals. There are many free platforms for managing your online portfolio. Among the top-rated are Behance, Coroflot, Cargo, Carbonmade, and DROPPR. See the online CAPX resource page for additional platforms.

You may also want to maintain a presence on Facebook, Google+, Instagram, Pinterest, Tumblr, Twitter, and other social media sites to share your work and professional activities. Your online reputation is critical and will follow you throughout your career, so choose the content and photos you display with care. See the online CAPX resource page for additional You can find tips for managing your online reputation.

YOUR VISUAL BRAND

Your professional materials should be consistent in their look and feel. The layout, fonts, and colors should carry through the materials and reflect your own style. According to *HOW* magazine, personal branding requires “weaving some common threads through all visual and verbal components across media, with the understanding that each medium can offer unique brand experiences for the audience.” Rather than approaching individual formats such as your visual identity in print and your website design separately, it is important to consider everything as a unified program contributing to your personal branding.

INTERNSHIP PROGRAM OPTIONS

For more details, visit saic.edu/careers or [stop by CAPX](#).

SAIC students have two ways to earn course credit for internships. Both options provide students an opportunity to extend their education beyond the classroom and gain experience in professional arts-related environments. You can participate in an internship during the fall, spring, or summer semester.

TRADITIONAL INTERNSHIP

Our traditional internship model incorporates 210 hours of work with one-on-one advising with a faculty member.

PROFESSIONAL PRACTICE 3900: Internship as Professional Experience

is a weekly two-hour class that includes a minimum of 150 hours of work experience. This experiential career-learning course integrates an internship component of 150–180 hours. Students explore the many aspects of designing a creative career, from assessing personal interests to conducting research, developing job application materials, and building interview skills. Students will also develop a professional online presence, network with professionals, deliver final projects/ presentations on their internship experiences, and prepare plans for life after SAIC.

You are required to have secured an internship by the add/drop deadline (and permission to register) from CAPX to receive credit for ProfPrac 3900. Since both options provide credit, students must register and pay tuition. Either option satisfies studio and/or off-campus credit. The ProfPrac 3900 class also satisfies the Professional Practice requirement.

	Traditional Internship
First Step	Attend an in-person orientation or an online orientation (required before registration)
Class	4001-001 No weekly class
Credits	1.5 to 9 credits per semester
Hours worked	210 hours for three credits Average 70 hours per credit
Permission to Register	Yes
Seminars	Yes (two per semester)
1:1 Meetings with Faculty	Yes (1-2 required)
Faculty Employer Site Visits	Yes
Evaluations	Yes
Final Professional Project	Yes
Summer Term	Yes
Graduate Students	Yes

	Prof Prac 3900: Internship as Professional Experience
First Step	Prof Prac Internships online orientation (can be done after registration)
Class	3900 Weekly two hour class with required work hours
Credits	3 credits per semester Two classes per degree
Hours worked	150–180 hours Minimum 150 (likely choice for unpaid) Up to 180 for Federal Work Study or Employer-Paid
Permission to Register	Yes
Seminars	No
1:1 Meetings with Faculty	Yes (2-3 30-minute meetings)
Faculty Employer Site Visits	No
Evaluations	Yes
Final Professional Project	Yes
Summer Term	Not at this time
Graduate Students	Not at this time

RÉSUMÉS

INTERNSHIP OR ENTRY-LEVEL RÉSUMÉ

Even if you have little or no work experience, there is still plenty of information that you can add to a résumé that is relevant. You may have more experience than you think; summer jobs, internships, managing a project, and volunteer work can demonstrate your responsibility, time management, and critical thinking skills as well as collaborative skills.

CONTACT INFORMATION

Include your name, email, website or online portfolio, address including city, state/country (do not include street address), telephone number, and LinkedIn URL are recommended but optional.

EDUCATION

If you are still pursuing your degree or are a recent graduate with a bachelor's degree, list your educational history at the top of your résumé. Note: scholarships should be included under education for entry-level résumés.

EXPERIENCE/WORK HISTORY

If you are a recent graduate with a bachelor's degree, you may want to include all of your work experience and internships. It is helpful to show an established work history, even if the jobs are not in your field. If this is your first professional experience, you can include other relevant activities such as: volunteer work, pro-bono freelance jobs, collaborative or community projects, or extra curricular activities. You may include sub-categories to identify the type of work, for example volunteer work or community projects.

RELEVANT COURSEWORK (FOR INTERNSHIPS ONLY)

Include coursework that demonstrates your acquisition of relevant skills and knowledge. A short description of what you have learned or accomplished through any significant projects will add value and context to your experience. Ensure that the content of SAIC-specific courses such as CORE is clear and comprehensible.

SKILLS

This section provides employers with information about the skills and knowledge that make you a good candidate for a position or organization. Include software, hardware, studio, language(s), areas of expertise, special processes, and techniques. Be sure to indicate your level of proficiency.

AWARDS

This may include scholarships, academic and/or merit-based awards, grants, and recognition for community service.



TIPS

- **Customize your résumé** to every position you're applying for, including internships.
- **If you don't have work experience, there are other areas you can include** such as "Relevant Coursework" and "Volunteer Work."
- **Keep items in chronological order** starting with the most recent dates first.

EMPLOYMENT RÉSUMÉ

CONTACT INFORMATION

Include your name, email, website or online portfolio, address including city, state/country (optional— do not include street address), telephone number, and LinkedIn URL (optional).

EXPERIENCE/WORK HISTORY

If you are a recent graduate with a bachelor's degree, you may include all of your work experience. It is helpful to show an established work history, even if the jobs are not in your field. Include internships, and include experiences that are relevant to your field or the organizations you are applying to, even if you were not paid. You may include sub-categories to identify the type of work—for example: volunteer, internship—to show additional experience in the community or in your field.

If you have extensive work experience, select key experiences that demonstrate connections to the job to which you are applying. You should include the most recent work history, dating back 10–12 years. If you include experience dating further back, be sure that it is relevant to your current job search. If you are applying for an academic teaching position, a detailed CV is required.

EDUCATION

If you have more extensive work history (3–5 years), list your education and background toward the end of the résumé. If you are a recent graduate with a bachelor's degree, list your educational history at the top of your résumé. This is also acceptable if you have some entry-level work experience.

OTHER / RELATED EXPERIENCE

If there are experiences that do not fit into the above sections, list them in this area. These might include a one-time curatorial project, publications, volunteer experience, blog posts, and/or professional memberships (i.e. AIGA, AIA).

SKILLS

This section provides employers with information about the skills and knowledge that make you a good candidate for a position or organization. Include software, hardware, studio, language(s), areas of expertise, special processes, and techniques. Be sure to indicate your level of proficiency.



TIPS

- **A two-page résumé** is acceptable if you have 3-5+ years of experience.
- **Include responsibilities, skills, and accomplishments.**
- **Highlight leadership roles.**
- **If you have worked in two different fields,** separate your experiences accordingly.
- **Include paid and unpaid** experiences.
- **Focus on accomplishments** rather than a list of responsibilities and tasks.
- **Use concise, strong descriptions** of your accomplishments.
- **Use phrases rather than sentences,** begin phrases with action verbs.
- **List your descriptions in order of relevance to the prospective position.** Pay attention to the job description of the position you are applying for, and describe your transferrable skills in relation to the specific position.
- **If you were part of a team or worked collaboratively,** describe your role within the context of the project.
- **Make sure the information is clear** and described in a simple yet powerful way.

Severine de Koenig

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EDUCATION

School of the Art Institute of Chicago (SAIC)

Chicago, IL

Bachelor of Fine Arts, emphasis in Visual Communication

Merit Scholarship Recipient, graduation 2016

RELEVANT COURSEWORK

Intermediate Graphic Design

Developed branding strategies and creative problem-solving techniques

Interface & Structure: Web Design

Designed and produced interactive web design templates

Electronic Publications Studio

Learned and applied electronic publication design skills

Envisioning Info: Analysis/Dispositive

Researched and analyzed strategies for information design and visual display

SKILLS

Design

Experience with branding, logos, editorial layouts, interface, and web design. Proficient in typography, typeface design, and color theory.

Computer

Proficient in Adobe Creative Suite, Lightroom, MS Office. Knowledgeable in Final Cut Pro, CSS, and XHTML.

Technical

DSLR cameras, light kits

Languages

Fluent in Spanish and working proficiency in French

PROFESSIONAL EXPERIENCE

Photography Assistant, *PhotoHaus*

Chicago, IL, 2013–present

Operated medium- and large-format digital cameras in studio
Operated flat-bed scanners and retouched images with Photoshop
Assisted in general office and studio maintenance

Freelance Artist

Chicago, IL, 2011–present

Designed and produced posters for local musicians
Executed stippled pen and ink drawings including portraits and landscapes
Created Wordpress accounts for local artists and assisted with promotion in collaboration with local arts organizations

Barista, *Starbucks*

Chicago, IL, 2011–2013

Prepared specialty coffee drinks in a fast-paced environment
Provided excellent customer service and helped the team efficiently carry out orders and maintain the cafe



Katy Marks

GRAPHIC DESIGNER,
ILLUSTRATOR & DREAMER

kmarks@hired.com

www.kmarksart.com

555.555.5555

SKILLS

An up-and-coming creative professional with a passion for visual storytelling and immersive design. Conversant in Spanish and French. Areas of expertise include:

- Environmental Design
- Concept Design
- Print Design
- Typography
- Character Illustration
- Digital Design
- Color Theory
- Letterpress Printing

Software: MS Office (Word, Excel, PowerPoint, Outlook)

Adobe Creative Suite (Photoshop, Illustrator, InDesign, DreamWeaver, After Effects)

EDUCATION

SCHOOL OF THE ART INSTITUTE OF CHICAGO (SAIC)

Chicago, IL

Bachelor of Fine Arts, Visual Communication, May 2011

EXPERIENCE

WALT DISNEY IMAGINEERING (WDI), Associate Graphic Designer

Anaheim, CA | 06.12–present

Continue to support the WDI Anaheim team with an expanding menu of projects. Notable assignments include:

60TH ANNIVERSARY RESORT-AREA GRAPHICS

Lead Graphic Designer

Developed concepts and final design for the 60th Anniversary decor package that will cover the Anaheim Resort Area, Disneyland Resort Hotels, Downtown Disney, and Esplanade areas. Supervised Resort Lines-of-Business partners in translation of the designs.

BOUNDIN BAKERY TOUR REDESIGN

Lead Graphic Designer

Created concepts for the Bakery Tour redesign. Pitched ideas to the Boudin executive team and incorporated its input into the final graphics package. Oversaw fabrication and installation in the field.

WALT DISNEY IMAGINEERING (WDI), Graphic Design Intern

Anaheim, CA | 06.12–present

Created a variety of graphics for use throughout the Disneyland Resort in California. Projects ranged from exhibit design to way-finding signage and attraction marquees. Thoughtfully executed designs to meet WDI's high standards for immersive storytelling.

DISNEY CONSUMER PRODUCTS, Digital Creative Intern

Glendale, CA | 06.11–12.11

Assisted the Consumer Electronics team in the visual development of digital applications for iPods and iPads. Created imagery that enhanced product narrative while upholding Disney brand standards.

JOHN G. SHEDD AQUARIUM, Planning and Design Intern

Chicago, IL | 05.10–05.11

Designed environmental graphics to enhance visitor experience. Created print and digital designs for fundraisers, lectures and conservation programs. Contributed to the initial development of a special exhibit.

THE FIELD MUSEUM, Exhibitions Design Intern

Chicago, IL | 09.09–05.10

Collaborated with team members on the graphics for large-scale, themed exhibits. Designed announcements and invitations for public educational lectures and presentations, as well as internal events.

joseph markety

Visual artist and art teacher with three years' experience as an instructor for youth and adults. Higher education program manager skilled in orchestrating program operations and events.

555.555.5555
jmarkety@gmail.com
jmarkety.art

ARTS EDUCATION EXPERIENCE

Halsted Art Center, Art Instructor
Chicago, IL | September, 2011–present

- Teach drawing, painting, video production, sculpture, and art history to high school and adult students
- Facilitate group critiques and student presentations of work
- Develop individualized lesson plans according to student interests and skills

Stanton Center for Art Therapy, Volunteer Art Mentor
Chicago, IL | October, 2012–present

- Provide artists with technical assistance related to their projects
- Document artists' work and assist with online portfolio development
- Facilitate small group critiques and support the individual needs of assigned artists
- Assist at events and fundraisers, welcoming students and guests; speak about the center and promote it to prospective donors

PROGRAM MANAGEMENT EXPERIENCE

School of the Art Institute of Chicago, Continuing Studies Program Assistant
Chicago, IL | September, 2013–May 2014

- Assisted with academic program administration including scheduling classes and maintaining rosters and grades
- Organized networking events and field trips, promoted events, and helped increase attendance by 30 percent
- Served as first contact for the department, fielding student and faculty questions
- Assisted with research and program development in the areas of post-modern art and literature

School of the Art Institute of Chicago, Residence Life, Administrative Assistant
Chicago, IL | January, 2012–2014

- Organized and managed preparation of newsletter content and delivery
- Documented programs, distributed and collected evaluation forms, and created reports based on the results
- Assisted with event planning logistics and video documentation of events and studio visits

EDUCATION

School of the Art Institute of Chicago
May 2013

Bachelor of Fine Arts, emphasis in Painting and Sculpture

SKILLS

- Proficient in MS Office Suite, Adobe Creative Suite, Moodle, PeopleSoft, database management
- Studio art skills include painting, sculpture, photography, and video production
- Writing reports, training materials, and lesson plans; online content management

SUSAN SMITH

www.susansmith.com
susan@susansmith.com
555 555 5555

SOLO EXHIBITIONS

- 2011 ***Delible Marks***, Riverside Arts Center, Chicago, IL
2010 ***Caught Between***, Gallery Uno, Chicago, IL
2009 ***end/being***, Harold Washington College President's Gallery, Chicago, IL

GROUP EXHIBITIONS

- 2011 ***Group Show***, Noyes Cultural Arts Center, Evanston, IL
2010 ***Midnite Snacks***, 1366 Space, Chicago, IL
2009 ***Fest Fest***, Julius Caesar, Chicago, IL
Woodworks, Abryant Gallery, Chicago, IL
2008 ***3way***, Knock Knock Gallery, Chicago, IL
Chicago Art Open, Merchandise Mart, Chicago, IL
MFA Thesis Exhibition, Gallery 2, Chicago, IL
2007 ***Checking It Twice***, Center for Maine Contemporary Art, Brockport, ME
Presidential Award Exhibition, Nippon Steel, Chicago, IL
Here and There, Gallery 2, Chicago, IL
2006 ***Haybales and Honeyballs***, The Buzz Company, Chicago, IL
New York ASA Artists; Ball Juried Exhibit, Puck Building, New York, NY
2005 ***Pyramid Atlantic Art Center Annual Juried Exhibit***, Silver Spring, MD
Art South Monthly Shows, Homestead, FL
2004 ***Diversity***, Miami Dade College Juried Exhibit, Homestead, FL
Art South Monthly Shows, Homestead, FL
1999 ***Woods-Gerry Gallery Juried Illustration Exhibit***, Providence, RI
Rhode Island School of Design Departmental Exhibit, Providence, RI

EDUCATION

- 2008 *School of the Art Institute of Chicago, Chicago, IL*
Master of Fine Arts, Painting and Drawing
Smith Oppenheim Scholarship
1999 *Rhode Island School of Design, Providence, RI*
Bachelor of Fine Arts, Illustration
Honors: Dean's List 1995-99

AWARDS

- 2010 Illinois Arts Council Professional Development Grant
CAAP Grant, Chicago Department of Cultural Affairs
Artist Residency, Ragdale Foundation, Lake Forest, IL
2007 Nippon Steel Presidential Award, Nippon Corporation, Chicago, IL
2006 Semifinalist, Outwin Boochever Portrait Competition, Smithsonian National Portrait Gallery
2005 Artist Residency, ArtSouth, Homestead, IL



WHAT'S A CV?

A CV outlines your professional record as an artist including:

- Education
- Exhibitions
- Collaborative projects
- Commissions
- Curatorial projects
- Web presence
- Bibliography
- Publications as author
- Honors
- Awards
- Gallery affiliations, relevant experience
- Tends not to include a biography, employment history except experiences that are integral to your work as an artist.

RÉSUMÉS (cont.)

MORE RÉSUMÉ TIPS:

STAY UP-TO-DATE AND BE PROFESSIONAL

List most recent accomplishments first chronologically, eliminating your high school information after your junior year of college. All content should be professional; relevant hobbies and interests may be included while birthdays should not be included. Make sure your contact information is always up-to-date and your outgoing voicemail is clear and concise in case an employer attempts to call you.

USE CONSISTENT FORMAT AND LANGUAGE

The more consistent your layout and language is, the easier it is for the employer to read and absorb the content. Avoid abbreviations, the pronoun “I,” and always use present tense for current experiences and past tense for work completed. Check out the résumés of professionals in your area of interest for content and formatting ideas.

MAKE IT LOOK GOOD

You have seven seconds to get an employer’s attention. Customize your résumé based on the position you are applying for. Make sure fonts are legible (between 9-12 pt., and allow for white space so that it will be easy to read) and limit your résumé to no more than two legible fonts. Don’t forget to proofread. Before you send off your materials to any employer, make sure to check your work and consider having a career advisor, a professor, or a peer take a look at it as well.

SAVE YOUR RÉSUMÉ

If you are sending your files digitally to an employer, make sure to include your name and the words “résumé” in the file name; it will make it easy for employers to locate your file (e.g., Susie Smith Résumé). Always save and send the file as a PDF.

LIMIT YOUR RÉSUMÉ TO ONE OR TWO PAGES

Save some information for your interview. The purpose of a résumé is to land you an interview and to highlight relevant skills and your value; As you gain more experience, you may require a second page. Do not include references; create a separate page and only provide when requested.

VERBS FOR RÉSUMÉ WRITING

CLERICAL

approved	collected	gathered	monitored	processed	screened	validated
arranged	compiled	generated	operated	purchased	specified	
catalogued	dispatched	implemented	organized	recorded	systematized	
classified	executed	inspected	prepared	retrieved	tabulated	

COMMUNICATION

addressed	corresponded	drafted	formulated	mediated	persuaded	reported
arbitrated	described	edited	identified	moderated	proposed	spoke
articulated	developed	encouraged	influenced	motivated	publicized	translated
arranged	directed	energized	interpreted	negotiated	reconciled	wrote
authored	displayed	enlisted	lectured	performed	recruited	

CREATIVE

acted	designed	fashioned	integrated	originated	revitalized
conceptualized	developed	founded	introduced	performed	shaped
created	directed	illustrated	invented	planned	sketched
curated	established	instituted	modeled	rendered	

HELPING

assisted	counseled	educated	expedited	guided	participated	supported
clarified	demonstrated	energized	facilitated	maintained	rehabilitated	sustained
coached	diagnosed	enveloped	familiarized	referred	represented	trained

MANAGEMENT

administered	chaired	defined	executed	planned	reinvigorated
analyzed	contracted	delegated	improved	prioritized	scheduled
assessed	consolidated	developed	increased	produced	streamlined
assigned	coordinated	directed	organized	recommended	strengthened
attained	curated	evaluated	oversaw	reviewed	supervised

RESEARCH

clarified	diagnosed	extracted	interpreted	organized	summarized
collected	evaluated	identified	interviewed	researched	surveyed
critiqued	examined	inspected	investigated	reviewed	systematized

TEACHING

adapted	coached	developed	evaluated	guided	instructed	set goals
advised	communicated	enabled	explained	informed	mentored	stimulated
clarified	coordinated	encouraged	facilitated	initiated	persuaded	

TECHNICAL

assembled	computed	fabricated	overhauled	scanned	trained
built	designed	filmed	programmed	sculpted	welded
calculated	devised	maintained	remodeled	shot	
cast	engineered	operated	repair	solved	

COVER LETTER 101

WHAT DOES A COVER LETTER DO?

A cover letter explains why you are contacting the recipient, states what position you are applying for, introduces you, and highlights your qualifications and skills as related to the job for which you are applying. The objective is to get the reader excited about you as a candidate and be offered an interview.

WHAT INFORMATION SHOULD I INCLUDE?

Use your cover letter as an opportunity to feature and detail specific skills, projects, and/or educational background as they relate to the position. It should communicate that you are the strongest and most qualified candidate for the job.

Do not simply copy/paste your résumé into sentence form. Be sure to address the job responsibilities and qualifications. By expanding upon your experiences, you provide the employer with more information about your professional goals, personality, and point of view. This is a chance to showcase your written communication skills.

Your letter should be written clearly, making connections between current and/or prior experiences that have prepared you for the position you are applying for. More importantly, it clearly states how you can contribute to the organization. Your letter should contain pertinent information about how you were referred to the opportunity, your qualifications for the job, your interest in the position, and why you would make an excellent candidate.

WHERE DO I START?

Researching the employer and understanding the organization, its mission, and the job you are applying for are key to writing a good cover letter. Familiarize yourself with the organization, as though you are already an employee. Pay attention to the job descriptions, requirements, key words used, and specific skills required. Consider what qualities would make you a strong match for this position and the company or organization? Review the job posting thoroughly, and take notes that clearly identify the job responsibilities and expectations.

SAVING YOUR COVER LETTER

If you are sending your files digitally to an employer, make sure to include your name and the words “cover letter” in the file name; it will make it easy for employers to locate your file (e.g., Susie Smith Cover Letter). Always save and send the file as a PDF.

✓ TIPS

WHAT DOES A COVER LETTER LOOK LIKE? WHAT'S THE FORMAT?

In most cases, the letter should be no longer than three-quarters of a page. The briefer the letter, the greater the likelihood that your prospective employer will read it.

- **Use Spellcheck**
- **Avoid contractions**
- **Make sure your contact information is professional.** Do not use strange email addresses. Use `yourname@host.com`. Consider setting up an email account specifically for your job search.
- **Direct your cover letter to a specific person.** This increases the likelihood of getting your materials reviewed and routed to the right person.
 - *Do research on the employer website or directories like LinkedIn to find a name if it isn't listed with the job description. Unless “no phone calls” is stated in the job post, call the organization and ask for the name of the person to whom you should direct your cover letter and résumé.*
- **Use the same layout for your cover letter as you used for your résumé.**
- **Fonts, colors, and point sizes should match** so your materials are cohesive and branded.

COVER LETTER FORMAT AND CONTENT

HEADING

Date

Name (first and last of person to whom you are addressing the letter)

Title, Company

Address

Dear Name (Do not address as Sir or Madam—find out their name):

FIRST PARAGRAPH

Explain who you are and why you are contacting the company. If you are a student, state your area of concentration and year in school. Make sure you spell out the School of the Art Institute of Chicago. If your letter is for a job posting, mention it and where you found it. If you received a referral, don't forget to mention the person who referred you.

SECOND PARAGRAPH

Consider these questions when writing the body of your letter:

- **What does this employer do?**
Let the employer know that you are familiar with them and have done research about their company.
- **What contributions would you offer to this position?**
Address the job responsibilities directly.
- **If your work experience is in a different field, how does your experience transfer into this position?**
- **What examples of previous experience or projects connect to the job you're applying for? In what way?**
- **What makes you an ideal match for this organization? What are your strengths and unique qualities?**

THIRD PARAGRAPH AND CLOSE

Thank the employer for their time, and reiterate your interest in the company and more specifically the position. If you indicate that you will follow up regarding an interview, you should follow up.



TIPS (cont.)

- **Grab the reader's attention** by writing an appealing first paragraph.
- **Highlight your three to four key accomplishments/skills/experiences.**
- **Focus on the fit** between your qualifications and the job requirements.
- **Whenever possible, relate yourself to the company.**
- **Do not include any negative information.**
- **End your letter by requesting an interview.**
- **Mention that you will follow-up your letter—and then do so.**
- **Cover letters should be kept to under one page;** electronic versions even shorter.
- **Avoid all types of mistakes,** including typos, misspellings, and grammatical errors.

Grace Fond
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April 28, 2017

Design & Co. c/o Terry Smith
6446 N. Lake St.
Chicago, IL 60604

Dear Terry Smith:

I am writing to express my interest in the Design and Production Internship with Design & Co. for this summer. Currently, I am in the Bachelor of Fine Arts program at the School of the Art Institute of Chicago (SAIC) with an emphasis in Film/Video and Visual Communications Design. My interdisciplinary education at SAIC added to my approach to solving design problems and would make me an excellent intern for Design & Co.

Design & Co. values total collaboration, drawing upon the diverse skill sets and styles of its team members. This approach to creative design and production is exactly the type of work environment that I am drawn to. My experience working in a team-based environment on branding strategy and design and seeing those projects through to completion demonstrates my organizational and professional design skills. Most recently, I have been working on ways to create narratives that extend throughout a company's branding strategy. Examples of these projects include: a redesign of Greenpeace's marketing materials that allows members to view content of projects and easily track progress and a design campaign for an education start-up that focuses heavily on user-friendly, adaptive educational games and programs.

I am excited about the possibility of joining the Design & Co. team, and if hired as a Design and Production Intern, I would bring my unbeatable work ethic and creativity to assist the team with design ideas and production.

Thank you for your consideration. I look forward to an opportunity to speak with you in further detail about the position.

Sincerely,

Grace Fond

Jeffrey House
4400 N. Central Ave.
Chicago, IL 60660
312 555 5555
jhouse@gmail.com

May 5, 2017

Ms. Green, Director
Arts House Chicago
5400 N. Clark St.
Chicago, IL 60630

Dear Ms. Green:

I am writing to express my interest in the position of Program Coordinator at Arts House Chicago. With a Master of Arts in Art Education from the School of the Art Institute of Chicago (SAIC) and three years' classroom experience, I am a strong candidate for this position.

Since 2011, when I began teaching sculpture at After School Matters, I have been dedicated to sharing my passion for education and the arts and imparting to my students the confidence and skills needed to pursue their goals, whether artistic or academic. The mission of Arts House Chicago is to cultivate independent thinkers and socially-active artists, and my approach to arts education and programming is very much aligned with Arts House Chicago's. Having worked with a variety of ages and learning styles, I have become highly adaptive to the needs of my students. For example, in my role at After School Matters, I noticed students becoming interested in crowd-funded art projects, so I designed a workshop on Kickstarter and invited a representative to attend and share best practices with the students. This workshop was well attended, and one student even ran her own campaign, raising \$2,000 for a sculpture project.

My work style can be described as creative, collaborative, flexible, organized, and detail-oriented. These traits are reflected in my ability to adapt to various teaching environments and to propose and implement solutions to problems. If hired as Program Coordinator, I would apply my experience in arts education to organize workshops and conduct community outreach while educating students based on my own experience at SAIC and as a practicing artist.

Thank you for your consideration. I look forward to discussing this position with you in further detail.

Sincerely,

Jeffrey House

Introduction email **WITH** cover letter attached

School of the Art Institute of Chicago student seeking internship _ ↗ ✕

To

From

School of the Art Institute of Chicago student seeking internship

Dear Ms. Hireme,

I am writing to apply for the Arts Administration Assistant Internship position at Hireme Gallery. I learned about this position from the School of the Art Institute of Chicago (SAIC) Career and Professional Experience job and internship platform, Compass. I am currently a senior in the Bachelor of Fine Arts program. I feel that I would be a great fit for this position given my knowledge of contemporary art, specifically fine art skills, and experience in graphic design for print and the web.

I have attached my résumé and cover letter for your review. You can also view my online portfolio at behance.net/lydiaboyle.

Thank you for your time and consideration, and I hope to meet with you at your convenience for an interview.

Sincerely,

Lydia Boyle

[Lydia_Boyle_resume.pdf](#) (117K) ✕

[Lydia_Boyle_coverletter.pdf](#) (117K) ✕

Send A | 📎 🗑️ 📷 🔗 😊 🗑️ | ▾

Introduction email with **NO COVER LETTER** attached because employer did not request one

School of the Art Institute of Chicago student seeking internship _ ↗ ✕

To

From

School of the Art Institute of Chicago student seeking internship

Dear Ms. Hireme,

I am writing to apply for the Arts Administration Assistant position at Hireme Gallery. I received a lead for this position from the Career and Professional Experience office at the School of the Art Institute of Chicago (SAIC), where I am a senior in the Bachelor of Fine Arts program. I feel that I would be a great fit for this position given my knowledge of contemporary art, my fine art skills, and my experience in graphic design.

Hireme Gallery has long been an established and exciting contemporary art gallery, representing a wide range of conceptually-minded and visually innovative artists. As an epicenter of Chicago's contemporary art scene, I value the discourse and critical perspective Hireme Gallery brings to the public.

My work style can be described as creative, collaborative, flexible, and detail-oriented. I am well versed in Adobe Photoshop, InDesign, and am comfortable on both Mac and PC operating systems. I know I would be an asset to the Hireme team and look forward to further discussing my qualifications. I have attached my résumé for your review, and I hope to meet with you at your convenience for an interview.

Thank you for your time.

Sincerely,

Lydia Boyle

[Lydia_Boyle_resume.pdf](#) (117K) ✕

Send A | 📎 🗑️ 📷 🔗 😊 🗑️ | ▾

PORTFOLIO STRATEGIES

HOW TO FORMAT

Make it easy to read. Placing pieces in one direction and text in the same area from page to page allows the viewer to focus on the work, not on navigating through your portfolio. Consider including a short description, medium, project topic, and year. If you choose to showcase your work online, there are several digital portfolio sites that can help, and you don't need to be a web guru to use them. Check out the following and see if one might be right for you:

- otherpeoplespixels.com
- cargocollective.com
- behance.net
- krop.com
- coroflot.com
- squarespace.com

TITLING YOUR SAMPLE FILE

If you are sending your files digitally to an employer, make sure to include your name and the words "sample" in the file name. It will make it easy for employers to locate your file (e.g., Susie Smith Sample).

SAVE AS A SMALL FILE SO IT IS EASY TO OPEN

THINGS TO INCLUDE

Professional recruiters and art industry experts like Bridge (a professional organization that invests in startups, co-founded by designers to build and educate design teams through the sharing of best practices) strongly suggest the following:

QUALITY OVER QUANTITY

Go deeper on a few projects rather than going shallow on many projects. This will contextually highlight your best work.

THE WORK

What was produced on the process AND as a result of the work? Research, sketches, wire-frames, mocks, a link to working site or application if possible.

SHARE THE PROCESS

**What was the goal of the project?
Describe the constraints?
What was the timeframe allotted for the project?**

WHAT YOU DID AND WHAT YOU DID WITH OTHERS

**What was your specific role?
How did you uniquely contribute to the work?
How and who did you work with to complete the work?**

WAS THE GOAL ACHIEVED?

Are there tangible results or data as a result of the work?

IMPROVEMENT OPPORTUNITIES?

**What are the key learnings?
Having experienced the process, what would you do differently?**

"Seeing how you frame the problem (text), how you think about the problem (sketch), and how you solve the problem (pixels) really tells us everything we need to know."

—Justin Edmund, Pinterest



BOTTOM LINE

- **Don't put everything you've ever done in your portfolio.**
- **Select your best and strongest work.** It may not necessarily be your most recent but should represent your best professionally. You want to showcase your range of skills, but the work should be relevant to the position you are applying for. For online portfolios, there's a chance to include your entire catalog of work, whereas for print portfolios, **you should choose approximately 15–20 pieces of your best work.**

PORTFOLIO STRATEGIES (cont.)

WRITING AN ARTIST'S STATEMENT— WHAT IS IT AND WHEN TO USE IT.

An artist's statement is a piece of writing that helps to explain your artistic work. The statement should briefly describe how you work/your process and what your intentions are. It should help audiences access your work and get them interested. It is no longer than a page and can be as short as one hundred words.

An artist's statement can be used for exhibition purposes, grant applications, teaching position applications, fellowships, web presence, galleries, press mentions, portfolios, applications/submissions, and more. It directs your audience to the concerns you consider to be important in the work and helps publicists, curators, and critics write about the work. Writing about your work may also be integral to your creative process. You may be writing about a specific work or a body of work developed over a period of time.

Your artist statement is not a work of art.

Resist the temptation to use this as an opportunity to write a poem or subvert the "institution" of the artist statement. People know you are an artist and genuinely want to know what your art practice is about—your statement is a good start.

TIPS FOR WRITING AN ARTIST'S STATEMENT

- 1. Make a mind map of your work. This is a brainstorming strategy to capture the essence of your work. This technique is powerful and works.**
- 2. Write down the answers to the following questions:**
 - Who is your audience?
 - What do you expect your audience to gain from it?
 - Who are your influences?
 - Explain your work to a child.
 - How do you make your work?
 - How do your materials inform your concept?
 - How does it address the history of its medium?
 - What does it look like?
 - One approach is to list the nouns, verbs, and adjectives that relate to your work in separate columns, then create sentences from those words. This can help you come up with fresh ways to articulate your work.
 - How is your work unique?
 - Why did you make the art that you made?
 - What does it say about the world?
 - What does it help people understand?
 - What sort of culture, topic, or issue does it describe?
- 3. Have a friend ask you questions about your work. Record or take notes on the conversation.**
- 4. Read the statements or writings of artists with whom you have an affinity.**
- 5. Based on your mind map, organize your content into the following categories:**
 - Thematic focus of work (goal, purpose, intention, exploration).
 - Content of work (themes, ideas, subject matter).
 - Influences (cultural, historical, theoretical, art historical).
 - Form of work (materials, processes, tradition of work—e.g., abstract, figurative, etc.).
 - Describe your process and what the work looks/sounds like.
 - What are your challenges? Successes? Failures? Struggles? Goals? Remember that all work is a work in progress.
- 6. After creating these lists or notes, formalize and organize your materials. Begin with a thesis statement and continue to build upon it. Most statements are no longer than one page, one to three paragraphs long.**
- 7. Have your statement proofread. There are few documents more important than your artist statement.**
- 8. Readers should be able to understand your statement without knowing all the references or terms:**
 - Choose proofreaders with different skills.
 - Include someone who understands your art work.
 - Include someone who's an expert writer with great grammar.
 - Include someone who doesn't know your work.
- 9. Make sure not every person reviewing your statement is an artist.**
- 10. Make an appointment at CAPX to review your final version.**

Appointments at CAPX can be made from our website home page: saic.edu/careers.

DO YOU HAVE A REPUTATION?

MANAGE AND OWNING YOUR ONLINE REPUTATION—IT'S MORE IMPORTANT THAN YOU THINK.

1. EVALUATE YOUR REPUTATION

Put yourself in the shoes of a potential employer. Consider what they'll discover about you through everyday search engines, background checkers, family history websites, social networks, and cached data. Here are your tools that can help measure your influence and reputation:

- Klout
- Social Mention
- Google+ Ripples
- Kred
- Facebook Insights
- Edgerank Checker

2. CURATE YOUR REPUTATION

Google yourself. Once you've identified any problematic content associated with your identity online, you'll need to take steps to remove or hide it:

- **If you see reputation damaging content, follow this link to request Google to remove it:** <https://support.google.com/websearch/troubleshooter/3111061>
- **For Google images, follow this link to request Google to remove it:** <https://support.google.com/websearch/answer/4628134?hl=en>

3. MANAGING YOUR REPUTATION THROUGHOUT COLLEGE

- **Pause before posting.**
- **Curate the content you submit online.**
- **Be intentional and deliberate with the information you post.**
- **Make sure your content doesn't tarnish other people's reputations.**
- **First years and Sophomores**
 - Select new friends carefully, don't add strangers.
 - Avoid over-sharing information with the public; it could put you at risk.
 - Monitor tagged photos for inappropriate content.
 - Add classmates to maximize productive interactions.
 - Avoid adding current instructors or school administrators since the content either of you. post can lead to awkward academic situations.
- **Juniors and Seniors**
 - Remove or hide content that might affect your job search prospects.
 - Develop professional social networking ties through websites like LinkedIn.
 - Add connections that emerge from internships, fieldwork, and volunteer activities.
 - Investigate companies where you wish to work and contact key figures to ask questions.
 - Monitor social media job boards for upcoming employment opportunities.

4. LEVERAGE YOUR REPUTATION DURING THE JOB HUNT

According to statistics from Jobvite, an employee recruitment company, 77% of recruiters surveyed have actually hired candidates through networks like LinkedIn, Facebook, or Twitter.

- **Create profiles to cover your bases**
 - o Some recruiters see your social media presence (or lack of) as a sign of credibility. A lack of networking accounts can send the wrong message to recruiters regarding social and emotional health. Having existing accounts with little information is better than having no on-line presence.
- **Expanding your influence**
 - o Your personal networks are commodities. Developing social media skills that include the following can build your credibility and influence:
- **Post engaging and relevant content that encourages responses**
- **Starting/seeding conversations on group or event pages**
- **Add new connections on a regular basis**

Reference the chart below to guide your choice of content and which social media channel to post content to.

Facebook	Twitter	LinkedIn	Pinterest	Google+
Behind the scenes photos	Blog posts, interesting articles	Product Updates	Product photos	Behind the scenes photos
Quotes	Quotes	Blog Posts	Guides, eBooks & white papers	Videos
Fill-in-the-blank	Industry news	Industry news	Videos	Event information
True or False questions	Vine or YouTube videos	Recruitment videos	Info-graphics	Blog posts
Blog posts	Event updates	Job postings	Quotes or tips	Industry news
Newsletter or announcements	Newsletter or announcements	Newsletters or announcements	Blog posts	Guides, eBooks, & white papers
			Curated content	

LINKEDIN IS FOR PROFESSIONALS. BE ONE.

YOUR PHOTO

This isn't Facebook. Invest in a professional headshot. Profiles that have photos are 11 times more likely to be viewed. You can schedule a professional head shot through SAIC Media Productions.

YOUR PROFESSIONAL HEADLINE

This is a keyword search field, so make it count. It should be short and memorable, and an easy way to understand who you are. Using a headline that represents who you are and not just your job title will increase your visibility and chances of getting noticed by a recruiter. Examples include:

- **“Painter, Arts Educator, Administrator”**
- **“Social Justice Advocate, Writer, Proofreader”**
- **“Experienced Brand Strategist and Designer”**

YOUR URL

Customize your LinkedIn URL: the more intuitive the better (i.e., linkedin.com/in/firstname-lastname/) Include the URL in your email signature block to showcase your professionalism.

YOUR SUMMARY

Another keyword search field, so use words that describe the type of work you do and want to do.. This is where you really sell yourself to potential connections.

- **Include your employment goals. Be precise.**
- **Include your proficiencies, such as software and studio skills.**
- **Expand on what appears in your headline, highlighting your specialties, career experience, noteworthy accolades, and thought leadership.**
- **Focus on the most relevant details about your career, avoid meaningless jargon, and be sure it's easy to read.**
- **Use bullet points or short blocks of text rather than lengthy paragraphs.**

YOUR EDUCATION

Leverage SAIC's reputation! Include relevant coursework and any honors, scholarships, or grants you have won; if you've studied abroad; and any additional institutions you've attended or courses/workshops you have taken. Connect with alums.

YOUR SKILLS AND EXPERTISE

This section allows you to list your skills and get endorsed by your connections. This is an excellent way to show your depth and breadth of experience in a simple and organized manner.



KEY WORD HINT:

This is a quick way to identify those key words via TAGCROWD to insert into your résumé profile:

1. **Open a blank Word document file**
2. **Open a job search site** (e.g. indeed.com etc.), enter the job title you are searching for and zip code for your location.
3. **Find 8-10 job openings** at different companies that you would consider applying to.
4. **Copy** the entire job posting for the first job opening found.
5. **Paste** into the blank Word document.
6. **Repeat** 7-9 more times.
7. **Copy** the entire Word document.
8. **Open** www.tagcrowd.com.
9. **Paste** the words you copied from your Word document into www.tagcrowd.com (or www.wordle.net).
10. **Scroll down** the page and **insert** Maximum number of words to show 30, show frequencies yes, group similar words yes, don't show these words insert words like "requirements", "qualifications", "responsibilities", basically headers not key words.
11. **Click Visualize!** There are your KEY words!
12. **Integrate** these words into your profile and résumé so that your profile surfaces when people are searching profiles with specific key words.

MAKING THE MOST OF LINKEDIN

START WITH WHO YOU KNOW

Before reaching out to strangers, think about who already exists within your network. Family, friends, professors, internship supervisors, employers, and colleagues are great places to begin. Contact them for suggestions and referrals to new contacts.

JOIN GROUPS

Joining relevant groups not only keeps you up-to-date on industry trends and discussions, and it allows you to connect directly with individuals in that particular group. You can learn about people's career paths, explore companies that you might not be familiar with, and expand your network. Over 20,000 SAIC alumni are on LinkedIn. Connect with SAIC Alumni through the SAIC's LinkedIn School page. Join SAIC's LinkedIn group and to stay connected to SAIC happenings and conversations.

KEEP IT PERSONAL

Introduce yourself to new connections with a personalized message. Remind the new contact of how you know each other or a group you have in common.

YOUR PORTFOLIO

You can link to your portfolio directly through your LinkedIn profile to showcase your work. Consider including samples of your work on your website, Twitter feed, blog, or online portfolio.

UPDATE YOUR STATUS

Use your status as a strategic tool to stay on the radar of your connections. Post when you've completed or begun a new project at your work or internship, an interesting summer course, and other career milestones.

HELP OTHERS

Endorsing your connections encourages them to reciprocate the favor. Comment on status updates, forward job listings, and when it is appropriate, write a recommendation for a colleague. It feels good to help your connections and play an active role in your profile.



RESOURCES

Lynda.com: Log onto Lynda.com via the SAIC homepage. Search for LinkedIn training videos.

COMPILE RESEARCH

Use LinkedIn before a job or informational interview to research the individual or company with whom you are interviewing. You can learn about people and company backgrounds, competitors, current trends, and more.

GET OFFLINE

Remember that LinkedIn should supplement—not replace in-person networking. Use LinkedIn to establish a contact, but set up informational interviews, attend events, and make phone calls with those you are fostering a professional relationship with because nothing can replace a 15-minute in-person connection.



LINKEDIN BASICS:

- <https://www.linkedin.com/help/linkedin/answer/53724/using-linkedin-the-basics?lang=en>
- <https://www.linkedin.com/help/linkedin/answer/530/educational-webinars-about-linkedin?lang=en>
- **New profile checklist:**
<https://www.linkedin.com/pulse/best-2017-linkedin-new-profile-checklist-here-anne-pryor>

SEARCH STRATEGIES

KICKSTART YOUR JOB SEARCH BY CONSIDERING THE FOLLOWING:

RESEARCH ORGANIZATIONS

Think about the field of work you are entering. Identify a range of companies and organizations whose work you admire or seems to align with your skillset. Research the companies and become familiar with what they do, what types of clients they work with, and what types of positions they have. Follow the company on LinkedIn. Follow the companies that company follows and join the groups the company is in. Use LinkedIn for intel on the company; follow the companies they follow, follow the thought leaders/influencers they follow.

USE YOUR NETWORK

Statistics show more than 80% of jobs are filled through referrals. Reach out to friends, family, professors, internship supervisors, employers, mentors, and other relevant connections. Customize your message and include where you met and/or how you found them. Face-to-face conversations are powerful and memorable, so attend a networking event to connect with human beings. Be prepared with business cards to hand out including your name, contact information, and website information.

YOU'VE MADE CONTACT, NOW WHAT?

Be persistent. It's all about follow up. To confirm your interest, send an email to check on the status of the position you applied for within five to seven days of your application date. From that point forward, follow up once a week until you get a response. Try to connect with other individuals at that company, if possible.

FIND CONTACT INFORMATION

When an application says send to info@companyname.com, it is important to invest the time to find an appropriate contact to whom to address your cover letter and résumé. Do not settle for writing "Dear Hiring Manager." Check out the employer's website to see if you can find a contact name; if not, check on LinkedIn by searching for employees in HR. If you have a name but no email, you can typically Google the terms: "email" + @companyname and find the email for the organization. Remember, you can always call and ask the receptionist for this information as well.

CONSIDER CAREER WEBSITES OR SEARCH FIRMS

Register with creative search firms while you are in school or near graduation. Creative recruiters can help place you in freelance, temporary, and full or part-time work. Reference the CAPX resource page at saic.edu/careers for additional information.



SEARCH FIRMS

Chicago area:

- Creative Financial Staffing
- Aquent
- Watson Dwyer
- Paladin
- City Staffing

National:

- WunderLand
- The Creative Group
- Creative Circle
- 24 Seven Talent
- Grad Staff
- The BOSS Group
- Buzz Company

THE JOB INTERVIEW

PREPARE YOURSELF. IF YOU DON'T, IT WILL SHOW.

THE BIG INTERVIEW

Use the Big Interview mock interview tool over and over and over again!

Be prepared with thoughtful answers to questions. Know that you are being evaluated throughout the interview process—even during the more casual conversations—so don't get too comfortable. Don't feel you need to fill the silence. Stop talking when you're done answering the question.

- **Conduct research on the company and become familiar with projects completed or awards received.**
- **Check out who will be interviewing you via social media channels including LinkedIn.**
- **Reflect on your background, education, skills, and prior experience, and how they relate to the position for which you are interviewing.**

ANSWERING QUESTIONS AND ASKING QUESTIONS

It's important to put a positive spin on your answers. If you are being asked about your weaknesses, choose an example that can make your response be seen as a strength. Come prepared with questions to ask the employer. Don't underestimate the power of a good question for the interviewer. Employers want to know that you are thinking ahead and doing your research about them. Bring notes with questions ready to ask; don't rely on remembering.

WHAT TO BRING

- **Extra copies of your résumé**
- **Your portfolio**
- **A notebook**
- **Writing implement**

LOOK YOUR BEST

Employers notice the little things; you'll make a great impression and feel more prepared, confident, and professional by doing the following:

- **Get a good amount of sleep.**
- **Take the time to make sure your nails are clean and trimmed.**
- **Make sure your hair is neat and groomed, etc.**

BODY LANGUAGE

During your interview, present yourself in a professional yet inviting manner.

- **Handshake**—Make sure your palms are dry during the handshake and be firm and confident.
- **Posture**—Sit tall and avoid crossing your arms.
- **Eye contact**—Look in the eye-nose triangle for the majority of the time.

SALARY

Do not mention salary in your first interview, especially not before you are offered the job. Once you have been offered the position, you are in a great place to negotiate compensation. You should do research in advance and know the pay scales for similar positions in your location. The U.S. Department of Labor statistics can help with this research as well as sites such as salary.com, payscale.com, and salaryexpert.com.

BE CONFIDENT AND BE YOURSELF

An interview is your chance to show an employer who you are and why you are ideal for a position. Ask questions, make suggestions, and show your strengths as a way to stand out and go above and beyond. With all of the above in mind, always be yourself in an interview. An interview is a chance for both you and your interviewer to see if a job is a right fit. Smile, make positive comments, keep eye contact, and show the interviewer your personality.

THE JOB INTERVIEW (cont.)

INTERVIEW TIPS

- **BE ON TIME.**
- **Plan ahead when you schedule your interview making sure you have enough time to get to and from the interview.** *If you are coming from class, let both the instructor and interviewer know in case of any unexpected delays.*
- **Make sure you have the interviewer's contact information on hand.**
- **Dress appropriately for your interview.**
- **Bring extra copies of your résumé and cover letter to the interview.**
- **Turn your phone on silent or better yet, turn it off.**
- **Don't walk in with earphones in and your music playing.**
- **Don't bring food to the interview. A bottle of water is acceptable.**
- **Don't bring friends.**
- **Remember to be polite, professional, and attentive during your interview—no matter what.**
- **Know your availability before you come to the interview.**
- **Be upfront about your availability.**
- **Email a thank you note after the interview.**
- **Don't smoke before an interview.**
- **Avoid wearing fragrances.**

INTERVIEW QUESTIONS

COMMON INTERVIEW QUESTIONS	SUGGESTED QUESTIONS TO ASK INTERVIEWER
Tell me about yourself.	What do you think is the most challenging aspect of this job?
Why are you interested in this position? This organization?	What qualities and skills are most vital to succeed in this role?
What are your strengths? Your weaknesses?	What types of projects is the company/organization developing in the next few years?
Where do you see yourself five years from now?	How is the company/organization structured? Who would I be directly reporting to?
What type of initiatives have you taken in a previous position? Give examples.	What opportunities exist for growth?

POST-INTERVIEW

MAKE A LASTING IMPRESSION	THE IMPORTANCE OF SAYING THANK YOU
Get the business cards of the people with whom you interviewed and share your cards with them.	It will demonstrate positive communication skills.
Confirm names of people you met with the receptionist if you are unsure.	It will show that you would present a positive image when you represent their company.
Send a thank you email or card within 24 hours of your interview to your interviewer(s).	It shows you're thoughtful, have good manners, and are appreciative of others' time.
Follow up within five days, and offer an additional insight or skill that you can offer.	It demonstrates that you are detail-oriented and care how other professionals perceive you.
Ask about second interview/hiring schedule at the end of the interview.	It further shows your interest in continuing the conversation.
Do not discuss salary and benefits until a position is offered or if they bring it up.	Saying thank you and any follow-up conversation is an opportunity to reinforce your strengths.

ADDITIONAL RESOURCES

ONLINE TRAINING

Online training through [Lynda.com](#) is available for a wide variety of software programs. Professional schools like Digital Bootcamp ([digitalbootcamp.com](#)) offer focused training on software and online applications.

INTERNSHIPS AND VOLUNTEER OPPORTUNITIES

Internships and volunteer opportunities can help you build a stronger résumé, potentially earn more pay, make professional contacts, and learn more about the field you're interested in firsthand. It will give you insight to determine what you want to do and what you don't.

If you're currently a degree-seeking student and are interested in pursuing an internship for course credit, connect with CAPX to explore internships.

ONLINE RESOURCES

Check out sites like SAIC Compass for internships and possible employment opportunities. Idealist.org has an extensive listing of nonprofit organizations, internships, and volunteer opportunities throughout the world. For an additional list of job search sites, please visit the CAPX online resource page.

RESIDENCIES

Residency opportunities are also a great way to gain experience for emerging and established artists. Resartis.org is a great directory to research artist residencies around the world.

For professional development resources and job listings, go to [artistcommunities.org](#) or [chicagoartistsresource.org](#).

Join the SAIC Career and Professional Experience LinkedIn group. Become friends with us on Facebook ([saiccareers](#)) and Twitter ([@saiccareers](#)) for additional resources, job postings, calls for artists, residency opportunity listings, and more.



**CAREER AND
PROFESSIONAL
EXPERIENCE**

ONLINE RESOURCES & GUIDES

Check out the Resources & Guides section at [saic.edu/careers](#) to find more templates and information about professional development materials such as artist statements, artist presentations, résumés, questions about graduate studies, and more.

We invite you to come and talk to us, set up a one-on-one appointment, and bring your questions.

CAREER AND PROFESSIONAL EXPERIENCE (CAPX)

116 S. Michigan Ave.
14th floor
Chicago, IL 60603

312.499.4130
careers@saic.edu
[saic.edu/careers](#)

