

RESUME QUESTIONNAIRE

Art Students



- 1 What is the purpose of your resume? Are you seeking an internship in a specific art field or a general creative role?
- 2 What specific art-related position are you seeking?
- 3 Are you switching from another field to art, or have you always been focused on art?
- 4 Have you had progressive growth in your art skills and experiences throughout your studies?
- 5 Have you held any art-related positions or internships prior to this one? If so, what were they?
- 6 What is stronger in your background: your artistic skills and accomplishments or your formal work experience?
- 7 Are there any special circumstances that might affect your resume (e.g., gaps in education, immigration issues/eligibility to work in the U.S.)?
- 8 What art-related projects have you completed? For each project, state a) the dates you worked on it, b) the specific tasks you accomplished, and c) whether these tasks support the art internship you're currently seeking.
- 9 For each task or accomplishment, what action words best describe what you did? Use action words relevant to the art field.
- 10 Have you received any promotions or recognitions during your previous art projects or internships?
- 11 How did you contribute to the success of previous art projects or internships? Where possible, use specific numbers or percentages.
- 12 How did you measure your success in previous art projects or internships? What was your favorite project, and what did you love about it?
- 13 Who were the people you worked best with in your art projects? What traits did they have that resonated with you?
- 14 What did your past project reviews or feedback from mentors say about you? Are there any glowing or complimentary quotes from your art instructors or project leads?
- 15 What is the highest level of education you have reached in art? From which school(s) did you receive your degree(s), and what were your majors?
- 16 Have you received any awards or honors in art? Do you hold any art-related certifications?
- 17 What special artistic skills could you offer organizations that apply to the internship you're seeking (e.g., proficiency in specific art software, techniques, or media)?
- 18 What professional art associations do you belong to? What positions have you held in these groups? If you are a recent graduate, what art organizations were you involved with in college?
- 19 Have you ever been published or exhibited? List titles of works, and where they were published or exhibited.
- 20 Why should you be hired over all the other applicants? Why are you the best candidate for this art internship?