

TEMPLATES OF SUPPORTING DOCUMENTS (FOR INDIVIDUALS)

Letter of Recommendation: Template

Note that all letters of recommendation should include contact information for the recommender.

<COMPANY LETTERHEAD>

January 23, 2016

Mrs. Ingrid Ryan Ruben
Director of Culture
Culture Division
Ministry of Community Development, Culture and the Arts
51-55 Frederick Street
Port of Spain

Dear Madam,

This is to certify that Mr. Leroy Hinkson is an artist that has distinguished himself in the visual arts. He has been a member of our association, the Kairi Plastic Art Society, for seven years. He boasts of two certificates in visual arts from the University of the East Indies. He has presented two acclaimed exhibitions of his works: Genesis in 1998 at the National Museum and OrigaME at the Chinese Association in 2006. He has also distinguished himself as an author with a highly respected book of poems entitled 'I'm Sorry, Was That Your Foot?'. He participates frequently in our workshops and regular meetings.

We attest to his bona fide as a visual artist and author and heartily recommend his inclusion in the National Registry of Artists and Cultural Workers.

<Name>

<Position>

Artist Profile

An artist bio or profile is a summarized, narrative version of your resume, but shorter and with more personality. Profiles are used in your professional package, as part of a catalogue at an exhibition, in publicity and printed programs, and other promotional materials. Your artist profile should integrate portions of your resume and artist statement. In general, profiles are more factual about you as an artist, whereas statements are more about the ideas, concepts and techniques behind your work.

How to put it together

- Quality over quantity- keep your profile to one or two paragraphs (especially for a young artist)
- Write about yourself in third person
- Include place of birth, education, and where you currently reside
- You may want to include information on your spouse and children (if any)
- Consider creating a shortened version that can be easily sent to promoters, reporters and audiences

Example:

Based in East Grinstead, I'm largely a self-taught painter, though I studied BA Illustration at UCA Maidstone around fifteen years ago. At that time I explored collage and photography rather than painting, so it's been a joy to rediscover paint in the years since graduation.

I am completely captivated by people, absorbed by portraits and the figure. Whether just for my own enjoyment or for private commission, I love to use my brush and paints to creatively capture a likeness. I like to make marks with my paint, rather than try for a photographic smoothness, but regardless, the end result should be an accurate observation, created with painterly expressive marks. In my life drawing, I also love to explore mark making - building up my drawing with a complex pattern of marks and varied line.

From time to time I vary my subject matter with a landscape or some equestrian art, but people remain my true obsession. I am available for private commission. See www.sherigee.com for more info.

Headshot

A headshot is a distinct type of photographic portrait designed specifically to promote the person who is the subject of the headshot. Unlike a standard portrait that is designed to flatter the subject for aesthetic reason, the headshot is a commercial portrait carefully designed for self-promotion as a means of getting work.

Examples:



A headshot for your registry application should be 4x6 inches.