

## Music Résumé Help

### Getting Started

Getting started on your résumé can be the hardest part. Many students (especially undergraduates) feel insecure about how much they have done compared with others in the field. First, if you're looking at someone else's résumé as an example, it's very likely they are in a different place in their career than you are. Try not to compare yourself- it's likely not a useful exercise. Second, remember that your résumé is a living document. It's updated regularly and added to as you grow and gain new experiences.

### Here are some suggestions on how to get started:

1. Identify your objective- *What position/role/internship/or program are you applying for?*
2. Make a list of content- *List out major accomplishments, experiences, skills, and education.*
3. Remove content that doesn't directly (or at least indirectly) relate to your objective- *If you're applying for a position as an audio engineer, the role of Tamino in opera scenes may not be necessary to include. Likewise, if you're applying for a young artist program, your summer job at the scoop shop may not make the cut.*
4. Organize your content into manageable categories- *What these categories are will depend on your specific career object and instrument. A list of potential categories is included on the next page. As a young professional, you may choose to combine some of these categories initially and then separate them back out as you gain more experience.*
5. Choose an order- *Use your objective as a guide and tailor your order accordingly. For example- a performance résumé should have your performance experience up front and your education further down. A music education résumé should probably have things like your education and teaching experience at the front of the résumé, and related experiences like ensemble participation and private lessons further down the list.*
6. Choose a format- *Everyone has an opinion about résumé format. The most important thing to consider is the following:*
  - Make sure your name and contact info is clear and prominent at the top of the résumé.
  - Make sure your font is legible
  - Categories should be clearly labeled
  - Document should use consistent formatting (spacing, use of punctuation, text formatting- font type and size, etc.)
  - Reverse chronological order is a standard way to organize your experiences
  - No typos or errors
7. Have your résumé reviewed!- *Make an appointment with a music faculty member or with the CICD.*

## Appendix A: Possible Résumé Categories

	Performance (Voice)	Performance (Instrumental)	Composition	Music Educations	Music Industry	Arts Management	Musicology/Ethno
Contact Info	X	X	X	X	X	X	X
Education	X	X	X	X	X	X	X
Private Instruction Info- <i>Current and past teachers</i>	X	X	X	X			
Ensemble Experience <i>Include section leadership and additional administrative or operational responsibilities. *</i>	X	X		X			
Solo Experience*	X	X		X			
Chamber Music Experience*	X	X		X			
Roles (partial and full)	X						
Conducting Experience				X			
Masterclasses/Coachings	X	X	X				
Related Performance Skills	X (diction, language skills, acting training, dance, etc.)		X (instrument/voice)				
Leadership Experience (leadership positions on club, organizations, student government, local/civic boards/organizations)				X	X	X	X
Internships				X	X	X	X
Awards/Honors	X	X	X	X	X	X	X
Competitions	X	X	X				
Technology/Software Skills			X	X	X	X	
Research and Conference Presentations			X	X		X	X
Related Work Experience				X	X	X	X

*\*These performance experiences can be separated out by on- and off-campus if appropriate.*