

This resume template designed by Institute for Music Leadership at the Eastman School of Music is meant as a general guide for creating a resume.

[Your First and Last Name]

[Phone] • [Email]

[RELEVANT CATEGORY, i.e. MIDDLE SCHOOL TEACHING EXPERIENCE]

[Employer Name] [City, State]
[Job Title] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Teach 30 to 60-minute weekly, private cello lessons to students ages 12-adult at the beginner and intermediate level.*]
- [Example: *Prepare middle school students to achieve 94-100 in their NYSSMA solo festivals at levels 1-3.*]

[Employer Name] [City, State]
[Job Title] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Instructed 12-14 year old in summer camp activities, including crafts and music, on a daily basis for 2 hours*

[Employer Name] [City, State]
[Job Title] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Student taught weekly general music class to 6 & 7 graders focusing on historical information, musical styles, and composition of music within and outside of Western Classical Music.*

[RELEVANT CATEGORY, i.e. LEADERSHIP EXPERIENCE]

[Eastman School of Music] [City, State]
[Student Group Position Title, i.e. EPIC President] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Attend bi-weekly meetings to plan educational events (3-4 per semester) including guests artists visits, faculty panels, and staff services presenting on student offerings.]*

[Community Organization] [City, State]
[Position Title] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Lead the soprano section of 8-10 adults in the church choir through weekly rehearsals and services by providing feedback on balance, pitch, pronunciation, and rhythms.]*

[Chamber Ensemble] [City, State]
[Role & Position Title, i.e. Co-Founder & Cellist] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing main responsibilities, skills developed, and accomplishments in detail. Have a minimum of 3 bullets.]
- [Example: *Communicate with local venues, such as churches and schools, to organize monthly community chamber concerts geared towards children.]*

*** Performance-related sections, such as those below, should ONLY be used when applying for a music organization (i.e. Music School, Concert Office, Ensemble) to demonstrate professional, relevant knowledge. Do NOT include these if applying outside the music industry.***

SELECTED PERFORMANCE EXPERIENCE

- [**Eastman School of Music Opera Theater**] ****Vocalists only**** [City, State]
• [Position] [Opera/Theater Piece] [Year] – [Year or “present”]
• [*Barbarina*] [*Marriage of Figaro*] [Year] – [Year or “present”]
• [Chorus] [*Falstaff*] [Year] – [Year or “present”]
- [**Eastman School of Music**] [City, State]
• [Ensemble Name, Position Title] [Year] – [Year or “present”]
• [Example: Eastman Philharmonic Orchestra, Rotating Principal Cellist] [Year] – [Year or “present”]
• [Example: Graduate Conducting Orchestra, Substitute Cellist] [Year] – [Year or “present”]
- [**Organization**] [City, State]
[Instrument & Position] [Year] – [Year or “present”]
- [**Chamber Group Name**] [City, State]
[Instrument & Position] [Year] – [Year or “present”]

PROFESSIONAL DEVELOPMENT

- [**Conference**] [City, State]
• [Presentation Title, Presenter] [Year] – [Year or “present”]
• [Presentation Title, Presenter] [Year] – [Year or “present”]
• [Presentation Title, Presenter] [Year] – [Year or “present”]
- [**Workshop**] [City, State]
[Position Title, i.e. Attendee] [Year] – [Year or “present”]
- [**Training Session**] [City, State]
[Position Title, i.e. Attendee] [Year] – [Year or “present”]

HONORS & AWARDS

- [Award, Organization] [Year] – [Year or “present”]
[Example: Yahama Fellow Scholarship, Eastman Leadership Academy] [Year] – [Year or “present”]
[Example: Teaching Assistant Award, East] [Year] – [Year or “present”]

SKILLS

- [Computer Skills (software and/or programming languages. List them out with commas separating each. Example: Microsoft Office, Google Drive, Finale, Sibelius, iMovie)]
- [Technical Skills (for fields where hands-on technical skills are required)]
- [Foreign language skills (if applicable)]

EDUCATION [& CERTIFICATIONS]

- Eastman School of Music** [City, State]
[Masters of Music or Arts] [Major] [Graduation Month Year]
• [Minor, Certificates, etc.]
- University of Michigan** [City, State]
[Bachelor of Music or Arts] [Major] [Graduation Month Year]
• [Minor, Certificates, etc.]
- New York State Music Certification, Initial Certification** [Completion Month Year]

Do not include brackets [---] in your descriptions, these are meant to show how to highlight your information.