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.****