

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]

EDUCATION

Eastman School of Music [City, State]

[Bachelor of Music or Arts] [Major] Anticipated [Graduation Month Year]

- [Minor, Certificates, etc.]
- GPA x.xx out of 4.00 [include only if above a 3.0, can include major GPA if higher than cumulative]
- Relevant Coursework: [i.e. ALC xxx Marketing in the Digital Age, MTL xxx Pedagogy for Strings]

RELEVANT PROJECTS

[Title of Project, i.e. Eastman To Go Presentation] [Year] – [Year or “present”]

- [Description: bulleted statements leading with a strong action verb describing skills developed and accomplishments in detail. Have a minimum of 3 bullets.]

[DESCRIPTIVE CATEGORY, i.e. 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 high school students to achieve 94-100 in their NYSSMA solo festivals at levels 2-4 .]

[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: Assisted the faculty of TH 102 by grading weekly theory exercises, hosting individual office hours in preparation for tests, and proctoring exams.]

LEADERSHIP AND VOLUNTEER ACTIVITIES

[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 your professional knowledge. Do NOT include these if applying outside the music industry (i.e. UofR campus job, retail, food 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”]
- [Large Ensemble Audition] [City, State]
- [Instrument & Placement, i.e. Cello Semi-finalist] [Year] – [Year or “present”]

FESTIVALS & WORKSHOPS

- [Festival Name] [City, State]
- [Ensemble, Position Title] [Year] – [Year or “present”]
 - [Example: Aspen Festival Orchestra, Section Member] [Year] – [Year or “present”]
 - [Example: Aspen Opera Theater Orchestra, Principal] [Year] – [Year or “present”]
- [Festival Name] [City, State]
- [Ensemble, Position Title] [Year] – [Year or “present”]
- [Workshop] [City, State]
- [Position Title, i.e. Attendee] [Year] – [Year or “present”]
- [Workshop] [City, State]
- [Position Title, i.e. Scholarship Recipient] [Year] – [Year or “present”]

SCHOLARSHIP, HONORS & AWARDS

- [Award, Organization] [Year] – [Year or “present”]
- [Example: Yamaha Fellow Scholarship, Eastman Leadership Academy] [Year] – [Year or “present”]
- [Example: Chaffer Music Scholarship] [Year] – [Year or “present”]
- [Example: Howard Hanson Scholarship, Eastman School of Music] [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)]

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