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: Yahama 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.****