

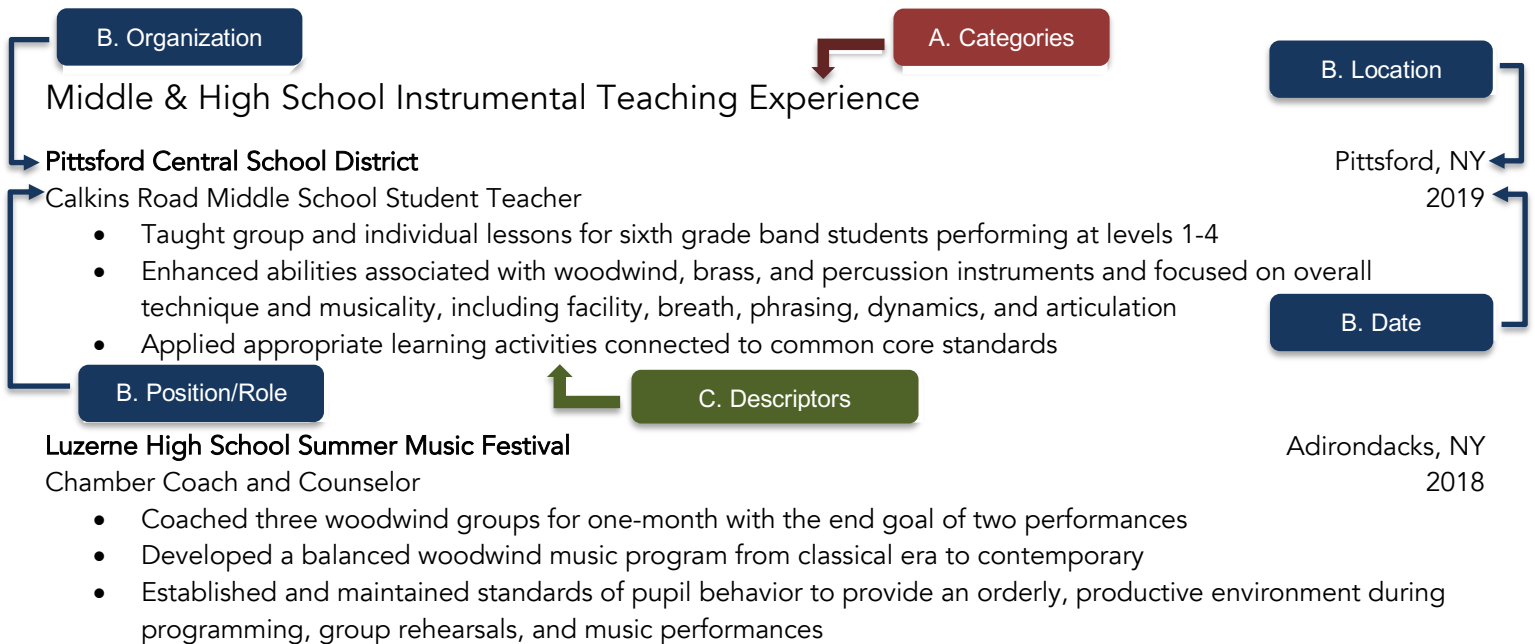


## C.V. & Résumé Formatting Tips

Updated by Blaire K.S. Koerner, Summer 2019

Ensuring that your resume provides all the necessary information, while also being consistent and easy to read, will encourage your future employer to read it thoroughly! Take the time to make it look polished.

### LAYOUT



### CORE COMPONENTS

- A. Categories** – Be specific! Go beyond a simple category of “Performance Experience” or “Teaching Experience.” Focus the category so a reader instantly knows what to expect. Use a larger font or all capitals to make it stand out.
- B. Organization & Position** – State where you worked and your position title in the same order for each example.
- C. Descriptors** – Providing bullets to detail your experience is *crucial* for teaching and administrative positions. Aim for three bullets, each one sentence long, that **begins with a verb!** If the experience is over, use past tense. If you are still active in that position, use present tense. Use these bullets to highlight *relevant* skills, experiences, and key accomplishments.

### HOUSEKEEPING

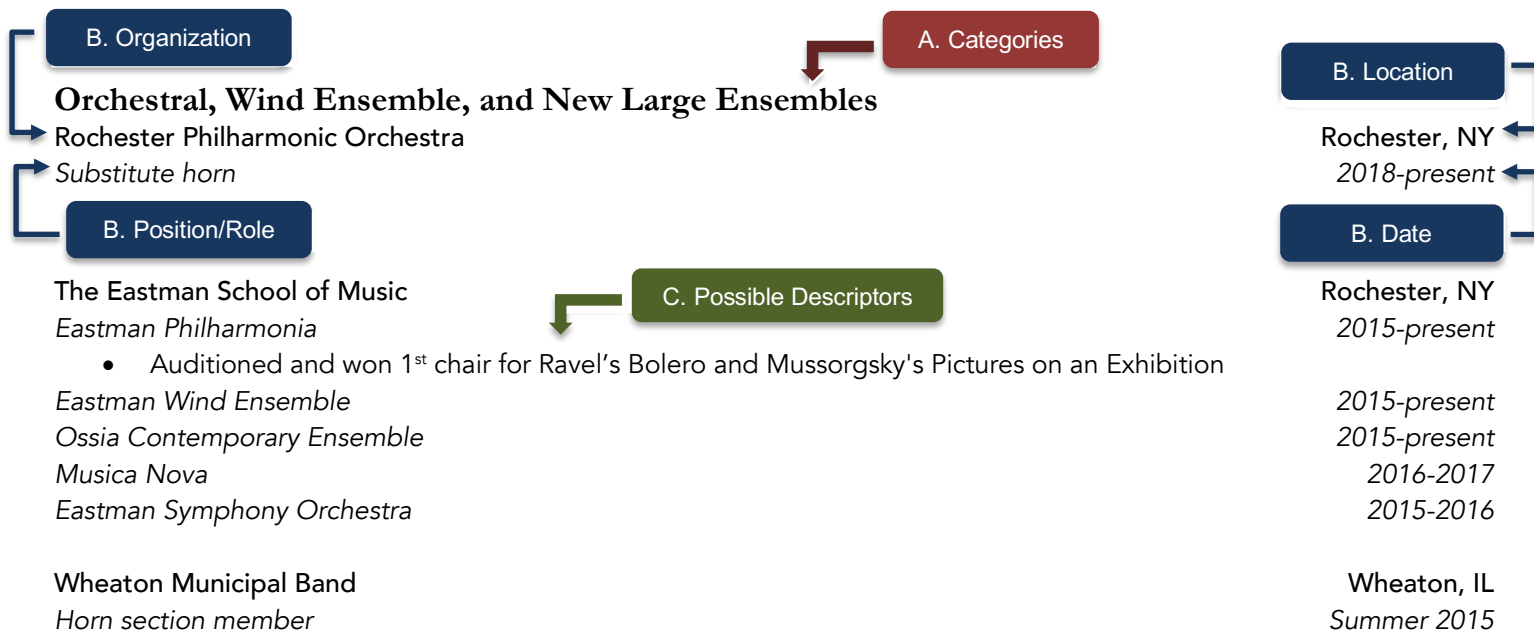
Header	Always put your name, email, and phone number at the top of the 1st page in larger font
Margins	Up to .5" (top, left, bottom and right)
Font Size	10pt – 12pt in legible fonts
Aligning	Ensure that sections align (i.e. all Categories will be in the same space).
Length	2 pages maximum
File type	Send as pdf; label the file <i>Your Name_Job Title_Resume</i>



PERFORMANCE Résumé Formatting Tips

Updated by Blaire K.S. Koerner, Summer 2019

A 1-page performance resume is only a snippet of your experiences, but what you highlight will determine whether you get invited to audition! Take the time to represent yourself well.



CORE COMPONENTS

- A. Categories** – Be specific! Go beyond a simple category of “Performance Experience” and detail the *type* of performance it is (i.e. Opera and Musical Pit Experience). As you gain more experience, categories like the example above can then be broken into three different categories. Use a larger font or all capitals to make it stand out.
- B. Organization & Position** – Always state the organization. If it’s a professional organization detail your specific seat (i.e. 1<sup>st</sup> chair/section violinist). For schools, simply list the ensembles you played in during your education.
- C. Descriptors** – Providing bullets is *not* necessary for performance resumes, but they can be useful. If you auditioned for a seat and/or played challenging repertoire/solo’s for your instrument, include a brief bullet describing that situation. *Do NOT list all the repertoire you’ve ever played, rather focus on the pieces that could be on an audition!*

HOUSEKEEPING

Header	Always put your name, email, phone number, and instrument at the top of the page in larger font
Margins	Up to .5” (top, left, bottom and right)
Font Size	10pt – 12pt in legible fonts
Aligning	Ensure that sections align (i.e. all Categories will be in the same space).
Length	1 page only
File type	Send as pdf; label the file <i>Your Name_Audition Instrument_Performance Resume</i>