*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.\*\*\**