



Personal Résumé Builder

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NOTE: The following is a list of possible categories that you may wish to include in your résumé. Some of the categories may not suit your needs, and you may not have information that fits into every category. Don't worry! Begin building your résumé by writing down **every** experience where appropriate. Later, you can decide what to keep and what to omit. When you're finished, review our online [Résumé Handbooks](#) for tips on how to begin the formatting process.

Name (Last, First, Middle)		
Street Address	City, State, Zip	Email

EDUCATION

Name of school	City/state	Degree received	Major	Graduation date	GPA (Optional)	Other
Other credentials/ licenses/ professional affiliations						

PERFORMANCE EXPERIENCE

Solo (*event name, orchestra, conductor, collaborator(s), city, state, venue, notes, date*)

Recitals (*event name/degree, collaborator(s), city, state, venue, notes, date*)

Chamber music (*event name, coaches, collaborator(s), city, state, venue, notes, date*)

Accompany/ist (*event name, collaborator(s), city, state, venue, notes, date*)

Orchestra (*ensemble name, position, conductor, collaborator(s), city, state, venue, notes, date*)

Wind Ensemble (*ensemble name, position, conductor, collaborator(s), city, state, venue, notes, date*)

Jazz/Rock (*ensemble name, position, collaborator(s), city, state, venue, notes, date*)

Opera (*production, role, collaborator(s), city, state, venue, notes, date*)

Choral (*ensemble, voice part, collaborator(s), city, state, venue, notes, date*)

Church (*church name, responsibilities, collaborator(s), city, state, venue, notes, date*)

TEACHING EXPERIENCE *(from most recent)*

Schools *(school district, city, state, age/grade levels, ensemble(s) conducted, lessons taught (instruments, voice, other when)*

Music coaching *(who, where, when)*

Private studio *(age/grades, instruments/voice, where, when)*

Summer camps *(ages/grades, specific lessons, ensembles, conductor(s), where, when)*

Master classes given *(to whom, where, when)*

PROFESSIONAL EXPERIENCE *(paid experience)*

Solo *(event name, orchestra, conductor, collaborator(s), city, state, venue, notes, date)*

Chamber music *(event name, coaches, collaborator(s), city, state, venue, notes, date)*

Accompany/ist *(event name, collaborator(s), city, state, venue, notes, date)*

Orchestra *(ensemble name, position, conductor, collaborator(s), city, state, venue, notes, date)*

Music director *(orchestra, conductor, collaborator(s), city, state, venue, notes, date)*

Wind Ensemble (*ensemble name, position, conductor, collaborator(s), city, state, venue, notes, date*)

Jazz/Rock (*ensemble name, position, collaborator(s), city, state, venue, notes, date*)

Opera (*production, role, collaborator(s), city, state, venue, notes, date*)

Choral (*ensemble, voice part, collaborator(s), city, state, venue, notes, date*)

Church (*church name, responsibilities, collaborator(s), city, state, venue, notes, date*)

TEACHERS

Major/Principal teachers (*college/private, where*)

Chamber coaches (*ensemble, date(s), where*)

Master classes (*with whom, where*)

Summer festivals (*name of festival, collaborator(s), where, when*)

RELATED EXPERIENCE

Arts Administration (*position(s), responsibilities, where, when*)

Internships (*position(s), responsibilities, where, when*)

Non-music teaching (*position(s), responsibilities, where, when*)

Other (*position, responsibilities, where, when*)

Repertoire *Some schools or music festivals may require you to submit a list of repertoire. It is also a good idea to keep a list for your own records.*

Solo *(title, composer)*

Orchestra/Wind Ensemble *(title, composer)*

Jazz/Rock *(title, composer)*

Opera, voices *(title, composer)*

COMPOSITIONS and ARRANGEMENTS

Original compositions (*title, composer/arranger, venue, collaborator(s), notes, date*)

Premieres (*title, composer/arranger, venue, collaborator(s), notes, date*)

Current projects (*title, composer/arranger, venue, collaborator(s), notes, date*)

Commissioned works (*title, composer/arranger, venue, collaborator(s), notes, date*)

HONORS and AWARDS (*scholarships, fellowships, grants and prizes, scholastic awards*)

COMPETITIONS (*name, placement, where, when*)

PUBLICATION (*title, publisher, date*)

RELATED EXPERIENCE

RECORDING and BROADCAST

PROFESSIONAL PRESENTATIONS/LECTURES

RELATED or ADDITIONAL SKILLS (*computer, language*)

PROFESSIONAL AFFILIATIONS (*MENC, MTNA, ASTA, NACUSA, AMC, etc.*)

ADDITIONAL EXPERIENCE (*community service, volunteer work, non-music-related work, collegiate extracurricular activities*)

Are you ready to format your résumé?

Review the online [Résumé Handbook](#) that best reflects the type of résumé you wish to craft, and follow the format guidelines. Then make an appointment with a [Careers advisor](#) for review.