

Music Resume Guide



Created by the University of Puget Sound School of Music
and Career and Employment Services

To Music Majors:

Congratulations on taking the very important step of writing and developing your resume! The purpose of this notebook is to offer you sample resumes that, in one respect, are generic but in another and significant way are not: they are based on actual resumes of School of Music graduates. In other words, they represent the work of those who have preceded you. Future examples also will be derived from actual training and experience of future alumni, perhaps even yours!

With the help of the professional staff in Career and Employment Services (CES), this packet will provide direction in ways you should consider representing yourself. You have worked hard and accomplished much during your time at Puget Sound; it will be important that you present yourself so that those accomplishments will be seen.

When reading a resume, employers will look for themselves - that is, they will look for individuals with qualifications that are specific to their professions and their needs. The brutal reality also is that initially they will look quickly. Regardless of whether an experience or job feels important to you, it may be insignificant to someone who needs a person with a particular skill set or type of experience. The examples in this notebook should give you an idea of what to prioritize and what to weed.

CES and the School of Music are keenly interested in helping you take the next step into your professional lives. To do this, you need to undertake resume writing and job hunting in an organized and systematic way. Part of that process also includes seeking the advice and guidance of your mentors in the School of Music and the career advisors in CES. I encourage you to take advantage of all the tools and the individuals available to you.

Keith Ward
Director, School of Music

Resume Construction

Length:

Use one page for performance resumes. If you absolutely need to use more than one page, make sure to put your name and the page number at the top of each page following the first page. Two pages are more typical for non-performance positions when you have a significant amount of relevant experience.

Style:

There is no one set format. It is most important to be consistent with the format you choose. The focus should be on showcasing relevant content in a visually appealing way. Making judicious use of **bold**, *italics*, and underlining can help draw the eye to key details, while “white space” around larger sections makes it easier to differentiate between topics.

Proofreading:

A resume should NEVER be sent to a prospective employer with spelling errors.

Career Advisors in CES can help you develop and organize the content of your resumes as you tailor your experiences to specific roles/ positions.

Career and Employment Services

Howarth Hall, Rm. 101 | (253) 879-3161 | ces@pugetsound.edu
www.pugetsound.edu/ces

Open M-F, 8:30 to 4:30 PM, Drop-in Advising Hours from 2-4 PM

Categories to Include

Use the table below as a guide to decide what to include on your resume depending on what you plan to use it for.

	Graduate School (Instrumental or Voice)	Elementary/Secondary (Instrumental or Voice)	Orchestral	Solo Performance (Instrumental)	Solo Performance (Vocal)	Non-Performance
Education						
Teaching Experience						
Performance Experience						
Orchestral Experience	I	I		Optional		
Chamber Experience	I	I				
Vocal Roles Performed	V	V				
Choral/Oratorio/Recital Experience	V	V				
Musical Theatre Experience	V	V				
Principal Teachers						
Awards/Honors						
Physical Description (ht/wt, hair/eye color)					Optional	
Experience (Work, Internship, or Volunteer)						
Activities						
Skills						

The examples provided in this resource are not dictates. The categories are intended to guide, not restrict. Focusing your story may sound limiting, but keep in mind that prospective employers seek specific information.

Guidelines for Content

- Organize information in terms of your strengths and their relationship to the position for which you are applying. You will never use a “general” resume—each one will be tailored to fit the needs of the role to which you are applying. Include only important information and justify to yourself your purpose for including any given material. Put yourself in the seat of the person who will be reading your resume.
- Lay your experiences out in reverse chronological order so that your most recent experiences are on top.
- Do NOT lie about *anything*. Get the most mileage out of your experience as it exists. Including false/untrue information, particularly in the field as small as the music business/industry, is asking for your credibility to be questioned.
- Principal Teachers: Listing of teachers is often optional and should only be included on your resume if it gives it strength. Do not list teachers with whom you have only had a few lessons. If you have master class teachers whom you feel are important to list, make sure to make this distinction so as not to give the impression that you have studied with these people for extended periods of time.
- Performance Engagements: List those ensembles/experience that best portray your experience to date. Be mindful of “padding” your resume with every experience you’ve ever had to make it look really full.
- Advanced Professional Training, Summer Study, Study Abroad - Information of this kind can be added to the Education or be contained in a section of its own if the quality and quantity is extensive. Begin, again, with the most recent study.
- Honors/Awards/Competitions - Include only important competitions and/or substantial honors in college or graduate school. DO NOT include high school honors*.

** As hard as it might be to let go of them, high school activities and accomplishments should not be included on a resume.*

Elementary/Secondary Education Example

500 N. Proctor, Tacoma, WA 98406 ▪ 253.555.5000 ▪ musicteacher@pugetsound.edu

EDUCATION

Master of Arts in **Teaching** (August 2010)

Bachelor of Music in **Instrumental Music Education**, Cum Laude (May 2009)

University of Puget Sound, Tacoma, WA

Principle Instrument: Tuba

TEACHING EXPERIENCE

Student Teaching, Wilson High School, Tacoma, WA (Spring 2010)

- Selected, rehearsed, and performed appropriate repertoire for two concert ensembles.
- Rehearsed, directed, and instructed one large jazz ensemble. One composition taught without sheet music with an emphasis on music theory, improvisation, and ear training
- Assisted in coordination of fundraising activities resulting in an \$11,000 prize
- Taught 5th/6th grade students fundamental musical concepts in small and large ensemble settings
- Managed students on several out of town trips, including one overnight trip
- Assisted in the organization and direction of the pep band at sporting events

Private Tuba Instructor, Tacoma, WA (Fall 2007-Spring 2010)

- Taught tuba studio, ages 11-18
- Coached sectionals with numerous regional junior high, high school, and honor group ensembles

Graduate Assistantship, University of Puget Sound, Tacoma, WA (Fall 2009)

- Developed and maintained a system for instrument inventory and checkout
- Organized and rehearsed brass, woodwind, and percussion sectionals
- Conducted and rehearsed the concert band and wind ensemble
- Wrote programs and program notes for three concert programs
- Managed the Winds and Percussion Blackboard website

Practicum Experience, South Kitsap HS (Port Orchard, WA), Curtis Jr. High (University Place, WA), Stadium HS, Birney Elementary, Downing Elementary (Tacoma, WA) (Fall 2008-Fall 2009)

- Planned, taught, and assessed lessons ranging from 5th to 12th grade
- Developed, led, and assessed daily routine activities for all levels
- Facilitated work with students in sectionals to master higher level, performance skills
- Developed and led several lessons with an upper level deaf/hearing impaired class (Birney ES)

Assistant to the Director of Bands, University of Puget Sound, Tacoma, WA (Fall 2006-Spring 2009)

- Assisted with logistics of two performing ensembles and resolved related issues
- Organized and maintained winds and percussion music library
- Prepared music and folders for six concert programs per year
- Compiled and wrote program notes for six concert programs per year

RELATED EXPERIENCE

Michigan State University Conducting Symposium, Lansing, MI (Summer 2009)

Prof. Bob Reynolds, Dr. Kevin Sedatole, Prof. Richard Floyd, clinicians

- Received personalized instruction from three leading authorities in the field of wind conducting

Puget Sound Conducting Symposium, Tacoma, WA (Winter 2009)

Dr. Mallory Thompson and Dr. Robert Taylor, clinicians

- Received personalized instruction from two leading authorities in the field of wind conducting
- Managed and resolved logistical concerns for participants, clinicians, and musicians
- Compiled symposium transcript and participant feedback during and after event

Marching Instructor/Brass Coach

Peninsula HS Marching Camp, Gig Harbor, WA (August 2008)

- Instructed students on marching fundamentals
- Taught two movements of drill to students and assisted in refining for end of camp performance
- Taught brass students musical fundamentals necessary for marching and assisted in polishing music for end of camp performance

Director of Musical Activities, Phi Mu Alpha Sinfonia, Tacoma, WA (Fall 2008-Spring 2009)

- Organized and maintained musical library
- Selected and rehearsed repertoire appropriate to the level of the men's choral ensemble
- Organized, prepared, and performed four separate events each academic year

President, Collegiate WMEA UPS Chapter, Tacoma, WA (Fall 2007-Spring 2009)

- Coordinated biweekly meetings of all current collegiate members and annual conversation series featuring outstanding local music educators
- Organized travel arrangements and registration for the WMEA and All NW conference
- Wrote grants for alternative sources of funding through the university to support the organization

Performed in Master classes Presented by:

Abbie Conant

Adam Frey

Chris Olka

Delfeayo Marsalis

Ryan Schultz

Stewart Dempster

HONORS, AWARDS AND PROFESSIONAL ASSOCIATIONS

Alumni Member: Phi Mu Alpha Sinfonia, men's music fraternity

Board Member: Puget Sound Youth Wind Ensemble

Member: MENC, the National Association for Music Education

Member: Washington Music Educators Association

Guest Performer: CBDNA Intercollegiate Band Spring 2009

Guest Performer: University of Puget Sound Jacobsen faculty recital series Spring 2009

Recipient: Jones Endowed Music Scholarship (highest honor given by School of Music) Fall 2008

Recipient: Graduate Music Fellowship, University of Puget Sound Spring 2009

Opera Example

Baritone

5000 N I Street
Tacoma, WA 98405

253.555.5785
operasinger@gmail.com

OPERA ROLES

Fiorello	Il Barbiere di Siviglia	Vashon Opera	2010
Captain Corcoran	HMS Pinafore	Lakewood Playhouse	2010
Guglielmo	Così fan tutte	Puget Sound Concert Opera	2009
Marullo	Rigoletto	Concert Opera of Seattle	2009
Don Perlimplin	Love's Fool (Kam Morrill)	Ladies Musical Club of Seattle	2009
Count Almaviva	Le nozze di Figaro	Lyric Opera Northwest	2009
Paolo Albani	Simon Boccanegra	Puget Sound Concert Opera	2009
Ben	The Telephone	Ladies Musical Club of Seattle	2009
Wagner	Faust	Puget Sound Concert Opera	2008
Schaunard	La Bohème	Kitsap Opera	2007
Baron Douphol	La Traviata	Lyric Opera Northwest	2007
Arac	Princess Ida	Seattle Gilbert & Sullivan Society	2007
King Hildebrand (cover)	Princess Ida	Seattle Gilbert & Sullivan Society	2007
Aeneas	Dido & Aeneas	University of Washington	2007
Count Almaviva (cover)	Le nozze di Figaro	University of Washington	2006
Damis	Tartuffe	University of Washington	2005
Ben	The Telephone	Tacoma Opera	2005
Commendatore	The Stoned Guest	Tacoma Opera	2005
Antonio	The Gondoliers	Seattle Gilbert & Sullivan Society	2003

PARTIAL ROLES/SCENES

Papageno	Die Zauberflöte	Seattle Opera Guild	2011
Zurga	The Pearl Fishers	Seattle Opera Guild	2009
Riccardo	I Puritani	Seattle Opera Guild	2008
Ben	Old Maid & Thief	Ladies Musical Club of Seattle	2008
Papageno	Die Zauberflöte	Ladies Musical Club of Seattle	2008
Oreste	Iphigenie en Tauride	Seattle Opera Guild	2008
Marcello	La Bohème	Seattle Opera Guild	2007
Macbeth	Macbeth	Seattle Opera Guild	2006
Alfonso/Guglielmo	Così fan tutte	Seattle Opera Guild	2006

CONCERT ENGAGEMENTS

Soloist	NWRS At The Opera	Northwest Repertory Singers	2010
Messiah	Handel	Our Lady of Fatima – Seattle	2009/10
Kaffeekantate BWV 211	Bach	Our Lady of Fatima – Seattle	2009
Missa Santi Henrici	Biber	Our Lady of Fatima – Seattle	2009
Magnificat	Bach	Our Lady of Fatima – Seattle	2008
Classical Sundays Series		Antique Sandwich Co. – Tacoma, WA	2008
Requiem	Duruflé	University of Puget Sound	2005
Rejoice In The Lamb	Britten	University of Puget Sound	2005

AWARDS/EDUCATION/TRAINING

Singers Training Fund Grant Recipient		Seattle Opera Guild	2007-11
First Place – Opera Division		Performing Arts Festival of the Eastside	2009
Silver Medal – Young Artist Opera Division		MusicFest Northwest	2008
Master of Music – Opera/Vocal Performance		University of Washington	2007
Bachelor of Music – Opera/Vocal Performance		University of Puget Sound	2005
Aspen Opera Theater Center		Aspen, Colorado	2005-06

TEACHERS

Jane Eaglen (current)
Vinson Cole
W. Stephen Smith
Michael Delos

COACHES

David McDade
Beth Kirchoff
Glenda Williams
William Vendice
Michael Baitzer

CONDUCTORS

Christophe Chagnard
Peter Erös
Alexei Girsh
George Manahan
David Zinman

DIRECTORS

Edward Berkeley
Noel Koran
Tom Sunderland
Claudia Zahn
Jim Brown

Instrumental Performance Example

musicstudent@pugetsound.edu | 1500 N. Warner, Tacoma, WA 98416 | (253) 879-5555

EDUCATION Bachelor of Music in Performance, Trumpet Emphasis May 2010
University of Puget Sound, Tacoma, WA
**Recipient of the Jacobsen Scholarship for outstanding student performers and scholars*

Principal Teacher: Judson Scott
Honors and Awards: **National Trumpet Competition** 2009
First Place, Vincent Bach Undergraduate Division
PEERMUSIC Latin Scholarship 2007

EXPERIENCE Orchestra **University of Puget Sound** 2006-2010
Experience: Orchestra, Trumpet, *Section Leader*
Concert Band, Trumpet
Wind Ensemble, Trumpet

Marin Symphony 2000-2006
Youth Orchestra, Trumpet, *Principle*
Youth Brass Ensemble, Trumpet

Chamber **University of Puget Sound** 2006-2010
Experience: Brass Ensemble
Brass Quintet
Jazz Band

Opera and Musical **University of Puget Sound**
Theatre Engagements: *Anything Goes*, Pit Orchestra, Trumpet Performer 2010
Die Zauberflöte, First Spirit Sep. 2008 – May 2009

Marin Academy Jan. – May 2005
Orfeo ed Euridice, Amor

SUMMARY OF WORKS

<i>The Sorcerer's Apprentice</i>	Paul Dukas	2009-2010
<i>Death and Transfiguration</i> , Op. 24	Richard Strauss	
<i>Pictures at an Exhibition</i>	Modest Mussorgsky	
Orch. Arr.: Maurice Ravel		
<i>Rumanian Rhapsody</i> No.1, Op. 11	George Enesco	2008-2009
<i>Scheherazade</i> , Op. 35	Nikolai Rimsky-Korsakov	
<i>Tannhauser</i> , Overture and Venusberg Music	Richard Wagner	
Requiem, KV 626W	A Mozart	2007-2008
Symphony No. 2 in D, Op. 73	Johannes Brahms	
Symphony No. 10 in E Minor, Op. 93	Dimitri Shostakovich	
<i>The Fire Bird Suite</i> (1919 version)	Igor Stravinsky	2006-2007
<i>The Moldau</i>	Bedrich Smetana	
Variations on an Original Theme, Op 36 Enigma	Sir Edward Elger	
<i>A Midsummer Night's Dream</i> , Op. 61	Felix Mendelssohn	

Non-Performance Example

Music Technology

1500 N. Warner, Tacoma, WA 98416 · 253-555-5555 · musicstudent@pugetsound.com

EDUCATION	Bachelor of Music , with elective studies in Business University of Puget Sound, Tacoma, WA Cumulative G.P.A. 3.65/4.0	May 2010
	Study Abroad: Institute for European Studies, Vienna, Austria	Spring 2009
RELEVANT COURSEWORK	Marketing, Management, Advertising, Music Theory, and Music Performance	
EXPERIENCE	Music Placement and Licensing Specialist Ledbetter Entertainment, Renton, WA	April 2009 - Present
	<ul style="list-style-type: none">• Represent artists from around the nation for the film and TV industry• Establish new clients through persuasive phone conversation, client-specific email, and follow-up• Create a revenue stream for artists by placing their music in television shows, films and documentaries• Write and prepare contractual agreements for artist representation• Review artists' song licenses for use in film/television ensuring proper language and compensation.	
	Recording/Mixing Engineer/Producer Pacific Studios, Tacoma, WA	July 2007-October 2009
	<ul style="list-style-type: none">• Worked closely with the customers to record and produce a unique album that represented their realistic and artistic expressions.• Met with customers on a regular basis to discuss progress and satisfaction of their record and took necessary actions to implement their requests• Used computer software and external hardware including compressors, limiters, and equalizers to capture performances and enhance albums.• Produced albums for musicians by providing constructive feedback and musical ideas to improve performance and overall sound quality	
	Piano Instruction, Classical and Jazz Tacoma, WA	May 2007- October 2009
	<ul style="list-style-type: none">• Taught beginning and intermediate students ages 10 to 30	
	Radio DJ KUPS University of Puget Sound, Tacoma, WA	Fall 2004- Spring 2007
	<ul style="list-style-type: none">• Hosted various weekly shows during University calendar year, including a contemporary jazz and indie rock show• Adhered to radio station guidelines and responsible for entire station while on air	
COMPUTER SKILLS	Pro-Tools, Reason, Logic, Garageband, and Cubase Proficient in Macintosh and Microsoft-based platforms including Microsoft Windows, Word, Excel, PowerPoint, Filemaker, Bento, Photoshop, Dreamweaver, and basic knowledge of HTML programming	

Non-Performance Example

Arts Administration

1500 N. Warner, Tacoma, WA 98416 | Cell: (253) 555-5555 | name@pugetsound.edu

EDUCATION

Bachelor of Arts in **Music**

University of Puget Sound, Tacoma, WA

May 2010

Overall GPA: 3.59/4.00

Study Abroad: Institute for European Studies, Vienna, Austria

Spring 2009

RELEVANT EXPERIENCE

Administrative Assistant

September 2009 - present

Seattle Pro Musica, Seattle, WA

- Create and distribute outreach/marketing letters and materials
- Process and track ticket and CD orders
- Manage and update patron and donor data as necessary
- Organize, copy, assemble, and distribute all sheet music and rehearsal CD's for choir members
- Prepare weekly announcements and other materials for choir members

Ticket Services Representative

May – September 2009

Seattle Symphony Orchestra, Seattle, WA

- Provided customer service at the box office window, helping patrons with ticket purchases, season subscriptions, and requests for artist and event details
- Processed ticket orders and requests using Tessitura and TicketMaster applications

Operations Department Intern

January – May 2009

Seattle Symphony Orchestra, Seattle, WA

- Communicated needed information about each concert or event as well as artist requirements and requests to others within the organization as directed
- Updated performance and artist records in OPAS database
- Created the 2009/2010 season calendar and program information booklet for musician and staff use
- Assisted with the creation, editing, execution, and tracking of artist contracts
- Worked as part of a team with guest artists and artist managers to arrange travel, accommodations, catering, engagement schedules, and payment
- Coordinated schedules for staff support of rehearsal and concert duty

Intern to the Executive Director

September – December 2008

Tacoma Philharmonic, Tacoma, WA

- Prepared for music education events (i.e. educational materials for participants, seating charts, etc.)
- All aspects of concert production and concert duty
- Wrote press releases, radio spots, and designed direct mail pieces
- Researched grant opportunities and wrote content for applications

SKILLS

Proficient in all Microsoft Office applications, Tessitura ticketing functions, ACCPAC, OPAS software, other various databases, Outlook and other e-mail programs

Familiar with basic web page creation and management, Adobe PageMaker, Macintosh operating systems, TicketMaster application

ADDITIONAL INFORMATION

Performed as an clarinet soloist in recitals and with University ensemble

September 2006 – May 2010

