



# Music Resume Guide



*Vocal Performance • Instrumental Performance  
Music Education • Music Business • Graduate School*

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

To Music Majors:

Congratulations on taking the very important step of writing and developing your resume! The purpose of this guide is to offer you sample resumes that, in one respect, are generic but in another and significant way are not: they are taken from actual resumes from the School of Music community. Future examples also will be taken from actual training and experience of future alumni, perhaps even yours!

With the help of the professional staff in Career and Employments Services (CES), this guide 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.

As the examples in this guide show, being seen requires careful consideration of how you organize your resume. 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 guide should give you a place to start, an idea of what to prioritize and what to weed.

But it is only a start. 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. An essential part of that process includes seeking the advice and guidance from your mentors in the School of Music and career advisors in CES. I encourage you to take advantage of all the resources available to you.

Keith Ward  
Director, School of Music

# Resume Key Points

**The purpose of a resume is to get you an interview or audition.**

The interview or audition will get you a job. You can measure the effectiveness of your resume by the number of invitations you receive to discuss your skills and qualifications.

**A resume is a marketing tool, not a history piece.**

Decide carefully what to include and leave out. It's not your life story; it's a sales pitch. You'll want to target your resume to demonstrate the skills and background required to accomplish the role you're aiming for.

**If possible, keep your resume to one page.**

Use a clean, succinct style to organize your information because your resume may be judged in 10-30 seconds. Only when you have enough relevant content should you have more pages.

**Have your resume ready at all times.**

It takes time to create a good resume. You'll want to respond quickly when an opportunity comes your way. Don't wait until the last minute—create and update yours today!

## Categories to Include

The direction you are heading will determine the different parts of your experience and background you share on your resume. Use the table below to find the categories you may need and the page numbers for corresponding example resumes.

Type of Resume	Required	Example
Instrumental Performance (Solo or Orchestral)	Education, Performance Experience, Principal Teachers, Awards/Honors <i>Optional:</i> Break up performing experience into specific types (i.e. orchestral and chamber)	Pages 5-6
Vocal Performance/Musical Theatre	Education, Performance Experience, Principal Teachers, Awards/Honors <i>Optional:</i> Physical Description (height, hair/eye color—required for musical theatre)	Pages 7-8
Elementary/Secondary Education	Education, Teaching Experience, Performance Experience, Principal Teachers, Awards/Honors	Pages 9-10
Graduate School (Composition, Theory, or Musicology)	Education, Research, Compositions, Principle Teachers, Awards/Honors, Experience	Pages 11-14
Music Industry	Education, Experience (derived from work, volunteer, or leadership activities) <i>Optional:</i> Awards, Honors, Activities, Skills	Pages 15-16

# 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 a field as small as music, 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/experiences 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. Padding is usually recognized; it is not to your advantage.
- Advanced Professional Training, Summer Study, Study Abroad: Information of this kind can be added to Education or be contained in a section of its own if the quality and quantity is extensive. Begin, again, with the most recent study.
- Compositions or Research Projects: If you applying to graduate school in a non-performing field, reviewers of your resume will want evidence of accomplishment. Include—whichever is relevant—compositions, theses, grants, or fellowships. Make sure you have polished examples of your work ready for submission.
- 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.

*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. Before you submit, always make sure a knowledgeable professional reviews your resume.*

# Instrumental Performance Example I

## Violinist

1500 N. Warner #1111, Tacoma, WA 98416  
(253) 879-5555 | violinist@pugetsound.edu

### Education:

University of Puget Sound, Bachelor of Music with Honors, Violin Performance, 2012

### Major Teachers:

2008-2012 Maria Sampen (University of Puget Sound)  
2000-2008 Timothy Christie

### Orchestral Experience:

2008-2012 Co-Concertmaster, University of Puget Sound Symphony Orchestra  
2008-2011 Principle Second Violin, University of Puget Sound String Orchestra  
2009-present First Violin Substitute, Tacoma Symphony Orchestra  
2009 First Violin, Aspen Festival Orchestra  
2008 Co-Concertmaster, Brevard Music Festival, Sinfonia  
2005-07 Interlochen World Youth Symphony Orchestra

### Honors and Awards:

2012 Bellamy Endowed Scholarship, University of Puget Sound  
2012 Finalist, National Music Teachers National Association Competition  
2011 Winner, Northwest Region Music Teachers National Association Young Artist Competition  
2011 Second Prize, American String Teachers' Association Washington State Competition  
2009 Winner, University of Puget Sound Concerto/Aria Competition  
2008-12 Full Tuition Merit Scholarship, University of Puget Sound  
2005 Winner, Tacoma Youth Symphony Concerto Competition

### Summer Festivals:

2012 Brevard Music Festival (Brevard, NC)  
2011 Marrowstone Music Festival (Bellingham, WA)  
2010 Icicle Creek Chamber Music Institute (Leavenworth, WA)  
2008 Aspen Music Festival (CO)  
2005-07 Interlochen Arts Camp (Interlochen, MI)

### Teaching Experience:

2009-present Private Violin Instructor, University of Puget Sound Community Music Department  
2008-present Chamber Music Coach, Tacoma School for the Arts  
2008-present Section Coach, Tacoma Junior Youth Orchestra

### Other Professional Experience:

2009-12 Manager/Librarian for the University of Puget Sound Symphony Orchestra  
2008-09 Assistant to Music Admissions Coordinator, University of Puget Sound

# Instrumental Performance Example II

## Trumpet Player

1500 N. Warner #2222, Tacoma, WA 98416 • (253) 879-5555 • musicstudent@pugetsound.edu

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### EDUCATION

Bachelor of Music in Performance, Trumpet Emphasis May 2012  
University of Puget Sound, Tacoma, WA  
\* Recipient of the Jacobsen Scholarship for outstanding student performers and scholars

### PRINCIPAL TEACHER

Judson Scott

### HONORS & AWARDS

National Trumpet Competition 2012  
First Place, Vincent Bach Undergraduate Division  
PEERMUSIC Latin Scholarship 2009

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### ORCHESTRA EXPERIENCE

University of Puget Sound 2009—2012  
Orchestra, Trumpet, *Section Leader*  
Concert Band, Trumpet  
Wind Ensemble, Trumpet

Marin Symphony 2005—2009  
Youth Orchestra, Trumpet, *Principle*  
Youth Brass Ensemble, Trumpet

### CHAMBER EXPERIENCE

University of Puget Sound 2009—2012  
Brass Ensemble  
Brass Quintet  
Jazz Band

### OPERA & MUSICAL THEATRE ENGAGEMENTS

University of Puget Sound  
*Anything Goes*, Pit Orchestra, Trumpet Performer 2011  
*Die Zauberflöte*, First Spirit Sep. 2009—May 2010

Marin Academy  
*Orfeo ed Euridice*, Amor Jan.—May 2008

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### SUMMARY OF WORKS

*The Sorcerer's Apprentice* Paul Dukas 2011—2012  
*Death and Transfiguration*, Op. 24 Richard Strauss  
*Pictures at an Exhibition* Modest Mussorgsky  
Orch. Arr.: Maurice Ravel

*Rumanian Rhapsody* No. 1, Op. 11 George Enesco 2010—2011  
*Scheherazade*, Op. 35 Nikolai Rimsky-Korsakov  
*Tannhauser*, Overture and Venusberg Music Richard Wagner

Requiem, KV 626W A Mozart 2009—2010  
Symphony No. 2 in D, Op. 73 Johannes Brahms  
Symphony No. 10 in E Minor, Op. 93 Dimitri Shostakovitch

*The Firebird Suite* (1919 version) Igor Stravinsky 2008—2009  
*The Moldau* Bedrich Smetana  
Variations on an Original Theme, Sir Edward Elger  
Op. 36 Enigma  
*A Midsummer Night's Dream*, Op. 61 Felix Mendelssohn

# Vocal Performance Example

Italicize titles of operas, oratorios, and major works.

## Opera Singer Baritone

5000 N I Street  
Tacoma, WA 98405

253.555.5785  
operasinger@gmail.com

### OPERA ROLES

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

### PARTIAL ROLES/SCENES

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

### CONCERT ENGAGEMENTS

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

The music world is small; people pay attention to pedigree.

# Musical Theatre Example

## SINGER SINGER

(253) 555-5555 • singersinger@gmail.com

Height: 5'8" Eyes: Green Hair: Blonde Vocal Range: D3-C6

### MUSICAL THEATRE

<i>Sweeney Todd</i>	Mrs. Lovett	Mainstreet Theatre	Sam Draper
<i>Little Shop of Horrors</i>	Chiffon	Ovations Theatre	Annie Ostrowski
<i>And the World Goes 'Round</i>	Woman 3	Montauk Theatre	Caroline Marlowe
<i>She Loves Me</i>	Ilona	San Angeles Playhouse	Joseph Glenn Leard
<i>Side by Side by Sondheim</i>	Woman 2	San Angeles Playhouse	Linda MacNeal
<i>Godspell</i>	Joanne	Musical Theatre Southwest	Raymond Juddisch
<i>Into the Woods</i>	Jack's Mother	Southwell Players	Adam Buckley
<i>Guys and Dolls</i>	Adelaide	Daville Playhouse	Sandy Barbay
<i>Cabaret</i>	Sally Bowles	Dreamland Theatre	Wade Helms
<i>Fiddler on the Roof</i>	Fruma Sarah	Daville Playhouse	Jedd Davidson

### OPERA

<i>Lysistrata</i>	Sappho	OrchestraXY Opera	Marcus Adams
<i>Hansel and Gretel</i>	The Witch	Springfield Opera	Brooke Clibson
<i>Le Nozze di Figaro</i>	Cherubino	Midland Opera	William Wycoff
<i>Madama Butterfly</i>	Suzuki	Midland Opera	Lois Albanese
<i>Falstaff</i>	Meg	Heights Opera	Michael Ozawa
<i>Rigoletto</i>	Maddalena	Loveland Opera	Jerry Evanovich
<i>Dido and Aeneas</i>	Sorceress	Baroque Southwest	Yvonne Kens

### THEATRE

<i>The Maderati</i>	Charlotte	Southwell Players	John Koloda
<i>The Love Talker</i>	Bun	San Angeles Playhouse	Joseph Glenn Leard
<i>The Tempest</i>	Ariel	Willesley Theatre	Soo Young Yoo

### VOICE TEACHERS/VOCAL COACHES

Johnny Edmunds, Kathy Clarkson, Lizbeth Sonloc, Joanie Caps, Annie Ostrowski, Wade Helms, Roger Keenley, Jonathon Kolova, Ross Youngson

### SPECIAL SKILLS

Violin (Intermediate); Languages (spoken, written, sung): Italian, German, French, Spanish; Languages (sung): Latin, Russian, Czech; Dialects (spoken, sung): British Received, Cockney, Southern, Appalachian, East Coast (var.); Gymnastics (basic tumbling); Juggling

### DANCE INSTRUCTORS/TRAINING

Francisco Patrelle (Jazz, Modern, Ballet), Cynthia Lamonte (Ballet), Felipe Stephenson (Ballroom)

### EDUCATION

M.M., Vocal Performance, Manhattan School of Music (New York, NY)  
B.M., Vocal Performance, University of Puget Sound (Tacoma, WA)

# Elementary/Secondary Education Example

## Music Teacher

1500 N. Warner, Tacoma, WA 98416 | (253) 555-555 (cell) | musicteacher@pugetsound.edu

### EDUCATION

Master of Arts in **Teaching** (August 2012)

Bachelor of Music in **Instrumental Music Education**, Cum Laude (May 2011)

University of Puget Sound, Tacoma, WA

Music Educators may have up to two pages of content by the time they finish their degrees.

**Principle Instrument: Tuba**

### TEACHING EXPERIENCE

**Student Teaching, Wilson High School, Tacoma, WA (Spring 2012)**

- 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 5<sup>th</sup>/6<sup>th</sup> 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 2009-Spring 2012)**

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

**Graduate Assistantship, University of Puget Sound, Tacoma, WA (Fall 2011)**

- 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 2010-Fall 2011)**

- Planned, taught, and assessed lessons ranging from 5<sup>th</sup> to 12<sup>th</sup> 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, Univ. of Puget Sound, Tacoma, WA (Fall 2008-Spring 2011)**

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

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# Elementary/Secondary Education Example (Continued)

## Music Teacher

Page 2

### RELATED EXPERIENCE

**Michigan State University Conducting Symposium, Lansing, MI (Summer 2011)**

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 2011)**

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 2010)**

- 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 2010-Spring 2011)**

- 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 2009-Spring 2011)**

- 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 2011

Guest Performer: University of Puget Sound Jacobsen faculty recital series Spring 2011

Recipient: Jones Endowed Music Scholarship (highest honor given by School of Music) Fall 2010

Recipient: Graduate Music Fellowship, University of Puget Sound Spring 2011

# Graduate School Example: Composition

## Graduate School: Composition

1400 Wheelock Student Center, Tacoma, WA 98416 • 253-879-3333 • comp@pugetsound.edu

### EDUCATION

B.A. Music, University of Puget Sound, Tacoma, WA May 2012  
Primary advisor: Robert Hutchinson  
Areas of study: Composition, Jazz, Trumpet Performance, Conducting

### AWARDS/HONORS

Delwen and Genevieve Jones Scholarship, Univ. of Puget Sound May 2011  
  
Winner, Univ. of Puget Sound Young Composers' Competition Oct. 2010  
*Night Scene* for orchestra  
  
Paul W. Bellamy Scholarship, Univ. of Puget Sound May 2010

### SELECTED PERFORMANCES OF WORKS

Senior Composition Recital, Tacoma, WA Nov. 2011  
*Hallucinations* for mixed chamber ensemble  
*When We Two Parted* for mixed trio  
*Ritual* for string quartet  
*Three Poems of Langston Hughes* for voice and piano  
Musicians from the University of Puget Sound  
  
University of Puget Sound, Tacoma, WA Nov. 2010  
*Night Scene* for orchestra - premiere performance  
Nicholas Simmons, conductor  
University of Puget Sound Symphony Orchestra (dir. Christophe Chagnard)  
  
University of Puget Sound, Tacoma, WA Oct. 2009  
*She Walks in Beauty* for concert choir - premiere performance  
Adelphian Concert Choir (dir. Jerry Yonkman)

### COMPOSITIONS

*To Think That I Saw It On Mulberry Street!* for trumpet, voice and piano Jan. 2012  
Premiered February 11, 2012 at the University of Puget Sound - Tacoma, WA  
  
*Ritual* for string quartet Nov. 2011  
Premiered November 13, 2011 at the University of Puget Sound - Tacoma, WA  
  
*Hallucinations* for mixed chamber ensemble Dec. 2010  
Premiered May 20, 2010 at the University of Puget Sound - Tacoma, WA  
  
*Night Scene* for orchestra May 2010  
Winner, Puget Sound Symphony Orchestra Composition Competition  
Premiered November 11, 2010 at the University of Puget Sound - Tacoma, WA  
  
*She Walks in Beauty* for concert choir Jan. 2009  
Premiered October 8, 2009 at the University of Puget Sound - Tacoma, WA

Continued

## Graduate School Example: Composition (Continued)

### Graduate School: Composition

1400 Wheelock Student Center, Tacoma, WA 98416 • 253-879-3333 • comp@pugetsound.edu

#### PERFORMANCE EXPERIENCE

Principal Trumpet, University of Puget Sound Symphony Orchestra Sep. 2008 - May 2012

Principal Trumpet, University of Puget Sound Wind Ensemble Sep. 2008 - May 2012

Trumpet (featured soloist), University of Puget Sound Jazz Ensemble Sep. 2008 - May 2012

Tenor, Adelphian Concert Choir Sep. 2008 - May 2012

#### OTHER EXPERIENCE

Activities Director; Oregon Bach Festival Youth Choral Academy, Eugene, OR Jul. 2011 & 2012

- Attended rehearsals/sectionals, coordinated group events, supervised living spaces

Director of Musical Activities; Phi Mu Alpha Sinfonia, Tacoma, WA Sep. 2011 - May 2012

- Arranged, directed, and presented fraternity musical performances

Brass Coach; Tacoma Youth Symphony, Tacoma, WA Sep. 2009 - May 2010

- Led brass sectionals, rehearsed orchestra repertoire, presented brass ensemble performance

Camp Counselor/Instructor, Burton Jazz Camp, Vashon Island, WA Jul. 2009

- Supervised camp attendees, taught lower-level jazz theory, performed in faculty ensemble

# Graduate School Example: Music History

## Graduate Student: Music History

934 Chisolm Street, Tacoma, WA 98408

Musicologist@pugetsound.edu

(253) 555-555

### EDUCATION

Bachelor of Arts in Music – May 2011

University of Puget Sound, Tacoma, WA

GPA: 3.95/4.00 – Summa Cum Laude

Thesis topic: “Explaining Melancholy: Critical Approaches to Dowland’s Melancholy Lute-Songs” (supervised by Geoffrey Block)

Associate of Arts in Music – June 2007

Lower Columbia College, Longview, WA

GPA: 3.93/4.00 – Summa Cum Laude

### GRANTS/AWARDS

University of Puget Sound: John Gravatt Art & Music Award – May 2011

American Musicological Society, Pacific Northwest Chapter: Best Student Paper – April 2011

University of Puget Sound: University Research Award – May-July 2010

University of Puget Sound: President’s List, Dean List – 2007-2011

### PRESENTATIONS/INVITED PANELS

“Explaining Away the Melancholy of John Dowland” – Spring 2011

American Musicological Society, Pacific Northwest Chapter; University of Puget Sound

### SERVICE

Community Involvement and Action Center, Univ. of Puget Sound, Tacoma, WA – 2009-2011

Mortar Board Honor Society, Univ. of Puget Sound, Tacoma, WA – 2010-2011

### PROFESSIONAL TRAINING

Certified Tutor, College Reading and Learning Association – June 2005

Lower Columbia College, Longview, WA

### PROFESSIONAL MEMBERSHIPS

American Musicological Society

Mortar Board Honor Society

### EMPLOYMENT HISTORY

Library Assistant, Collins Memorial Library, Univ. of Puget Sound – 2009-2011

Music, English, and Basic Algebra Tutor, Lower Columbia Coll., Longview, WA – 2005-2007

### FOREIGN LANGUAGES

Italian—reading and conversational knowledge

# Graduate School Example: Interdisciplinary Studies

## GRADUATE STUDENT: INTERDISCIPLINARY STUDIES

2000 Wheelock Student Center, Tacoma, WA 98416 • (253) 879-5555 • gstudent@pugetsound.edu

### EDUCATION

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- B.A. in Music and English, University of Puget Sound (Tacoma, WA) May 2009  
*Graduated Summa Cum Laude with departmental honors*
- Awarded Coolidge Otis Chapman Honors Scholar and Leadership Award
- Study Abroad: IES Abroad, Milan, Italy Spring 2008

### SELECTED AWARDS AND HONORS

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- University of Puget Sound Faculty-Selected Convocation Speaker May 2009  
University of Puget Sound Leadership Award May 2009  
Sigma Alpha Iota Academic Excellence Award May 2009  
Dr. Bruce Rodgers Adelprians Scholarship 2008-2009  
Institute for the International Education of Students Merit Scholarship Spring 2008  
University of Puget Sound Sigma Alpha Iota Endowed Award 2007-2008  
University of Puget Sound Catharine Gould Chism Scholarship 2005-2009  
University of Puget Sound National Merit Scholarship 2005-2009  
University of Puget Sound John Gravatt, Wyatt and Marshall Trustee Scholarships 2005-2009

### PROFESSIONAL EXPERIENCE

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- Bilingual Pre-K Teacher, Old Mill Center for Children and Families (Corvallis, OR) 2009-2010
- Translated lessons and documents for ESL Spanish-speaking students and parents
  - Taught Spanish lessons and games to 19 2- to 4-year-olds, including 10 special needs students
  - Evaluated and interviewed Spanish-speaking parents during intake and home visits
  - Facilitated and translated parent meetings

### VOLUNTEER AND LEADERSHIP EXPERIENCE

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- Ambassador, Institute for the International Education of Students 2008-present
- Advised students prior to studying abroad through personal correspondence and telephone calls
- Volunteer Chair and Auction Raffle Coordinator, Zonta International (Corvallis, OR) 2009-2010
- Solicited donations for raffle earning \$1,660 to benefit continuing education for disadvantaged women
  - Managed 55 volunteers for silent and live auctions to raise \$61,000 in scholarships
- Director of Musical Activities, V.P. of Membership, Sigma Alpha Iota Music Fraternity (Tacoma, WA) 2006- 2009
- Facilitated and conducted 4 community performances per year including music day for local elementary schools
  - Recruited new members through informational dinners, concert events, and panel discussions of over 30 students
- Volunteer Bilingual Native American Flute Instructor, Linus Pauling Middle School (Corvallis, OR) May-August 2008
- Taught Native American storytelling, flute making, and flute performance to 12 ESL Spanish-speaking students
- Spanish Instructor and Assistant Choir Director, Garfield Elementary School (Corvallis, OR) 2004- 2008
- Fostered foreign language study in groups of 12 students aged 8-10
  - Promoted beginning musical study by conducting and performing with a choir of 25 children

### SKILLS

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**Languages:** Fluent in Spanish; semi-fluent in Italian

**Computer Skills:** Microsoft Office, PowerPoint, Finale, PhotoShop, iMovie and other programs on PC and Mac

**Performing and conducting experience:** Rockefeller Graduate Singers, Corvallis Repertory Singers (soloist in Haydn's Creation, Mozart's Regina Coeli), Adelprian Concert Choir (section leader), Coro da Camera of Milan, opera roles including Lucy in The Threepenny Opera; Second Lady in The Magic Flute

# Music Industry Example I

## Music Technology

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

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**EDUCATION** Bachelor of **Music**, with elective studies in **Business**  
University of Puget Sound, Tacoma, WA May 2012  
Cumulative G.P.A. 3.65/4.0

**RELEVANT COURSEWORK** Marketing, Management, Advertising, Music Theory, and Music Performance

**EXPERIENCE** **Music Placement and Licensing Specialist** April 2012—Present  
Ledbetter Entertainment, Renton, WA

- 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** July 2009—December 2011  
Pacific Studios, Tacoma, WA

- 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** May—August 2010 & 2011  
Tacoma, WA

- Taught beginning and intermediate students ages 10 to 30

**Radio DJ** Fall 2009—Spring 2011  
KUPS University of Puget Sound, Tacoma, WA

- Hosted various weekly shows during University calendar year, including a contemporary jazz and indie rock show
- Adhered to radio station guidelines while on air

**COMPUTER SKILLS** Proficient in Macintosh and Microsoft-based platforms including Microsoft Windows, Word, Excel, PowerPoint, Filemaker, Bento, Photoshop, Dreamweaver, and basic knowledge of HTML programming  
Pro-Tools, Reason, Logic, Garageband, and Cubase

# Music Industry Example II

## Arts Administration

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

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### EDUCATION

Bachelor of Arts in Music  
University of Puget Sound, Tacoma, WA May 2012  
Overall GPA: 3.59/4.00

### RELEVANT EXPERIENCE

**Administrative Assistant** September 2011—present  
Seattle Pro Musica, Seattle, WA

- Created and distributed outreach/marketing letters and materials
- Processed and tracked ticket and CD orders
- Managed and updated patron and donor data as necessary
- Organized, copied, assembled, and distributed sheet music and rehearsal CD's for choir members
- Prepared weekly announcements and other materials for choir members

**Ticket Services Representative** May—September 2011

- 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 2011

- 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 2011/2012 season calendar and program information booklet for musician and staff
  - 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 2010

- Tacoma Philharmonic, Tacoma, WA
- Prepared for music education events (educational materials for participants, seating charts, etc...)
  - Managed 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 oboe soloist in recitals and with University ensemble September 2009—May 2012

**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](mailto:ces@pugetsound.edu)  
[www.pugetsound.edu/ces](http://www.pugetsound.edu/ces)

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