



Resumes

MARY ARENDT

COORDINATOR OF CAREER SERVICES

What's in a resume?

- ▶ A resume is a formal overview of your educational and professional experiences that are applicable to the position you are seeking.

What's the purpose of a resume?

- ▶ It should list your experiences concisely and provide a relevant job history
- ▶ Entice the reader to invite you to an interview
- ▶ Convince the employer that you are qualified for the position

Resume v. Curriculum Vitae

Resume

- ▶ One page
- ▶ Concise overview of job history
- ▶ Showcases competence and work experience

CV

- ▶ Several pages
- ▶ Overview of academic history
- ▶ Showcases credentials
 - ▶ Publications, presentations and research

Common Resume Formats

Chronological

- Reverse-chronological order
- Most common resume on the market
- Most employers prefer this format

Functional

- Highlights skills and experiences
- Great for career changes
- Sometimes includes a resume summary at the top of the document, describing skills and achievements

Combination

- **Mixes Chronological and functional**
- **Focuses on relevant skills while providing a reverse-chronological work history**
- **Gives the employer desired information but also emphasizes your strengths**

Types of Resumes

Performance

What kinds of work?

- Orchestras
- Ensembles
- Festivals
- Cultural organizations
- Professional companies

Teaching

What kinds of work?

- Teaching organizations
- Schools
- Community programming
- Private Studios

Administrative

What kinds of work?

- Arts organizations
- Office jobs
- Student on-campus work

Performance

What's most important?

Classical

- ✓ Orchestral experience
- ✓ Chamber Music experience
- ✓ Solo Performances
- ✓ Solos with Orchestras
- ✓ Community performances
- ✓ Solo Recitals
- ✓ Honors/Awards
- ✓ Principal Teachers/Coaches
- ✓ Masterclasses

Jazz

- ✓ Festivals
- ✓ Ensembles
- ✓ Clubs
- ✓ Venues
- ✓ Tours
- ✓ Recordings
- ✓ Collaborations
- ✓ Honors/Awards
- ✓ Principal Teachers/Coaches
- ✓ Masterclasses

Vocalists

- ✓ Operatic Roles
- ✓ Partial Roles / Studied
- ✓ Choral experience
- ✓ Solo Recitals
- ✓ Musical Theater
- ✓ Ensemble work
- ✓ Young Artist Programs
- ✓ Honors/Awards
- ✓ Principal Teachers/Coaches
- ✓ Masterclasses

Performance Resume Example

Emma Watson | French Horn

4444 N. Halsted St. Chicago, IL 60614
emmawatson@gmail.com (312) 444-1871

EDUCATION

DePaul University 2017 - 2019; Masters of Music - French Horn Performance
University of Toronto 2015 - 2017; Bachelors of Music - French Horn Performance
York University 2013 - 2015; Bachelors of Fine Arts work, transferred to University of Toronto

ENSEMBLE EXPERIENCE

Chicago Symphony Orchestra - *Substitute Assistant Horn*; November 2018 - present
5th Wave Collective - *Principal Horn*; April 2018 - present
Benefit Brass - *Substitute Horn*; May 2018 - present
Etobicoke Philharmonic Orchestra - *Rotating Horn*; 2014 - 2017
Hart House Orchestra - *Substitute Horn*; 2016
Mississauga Symphony Youth Orchestra, *Substitute Horn*; 2015
Huronian Symphony Orchestra, *Substitute Horn*; 2013-2016
Oakville Symphony Orchestra, *Substitute Horn*; 2015

AUDITION ADVANCEMENTS

Peoria Symphony Orchestra - *Principal Horn*; September 2019 - Finalist

SUMMER FESTIVAL EXPERIENCE

Blackburn Music Academy of Festival Napa Valley - *Rotating Horn*; 2019
Vancouver Symphony Orchestra, Summer Program - *Rotating Horn*; 2015

TEACHERS

David Cooper - Chicago Symphony Orchestra, *Principal Horn*; 2019 - Present
Oto Carillo - Chicago Symphony Orchestra, *Utility Horn*; 2019 - Present
James Smelser - Chicago Symphony Orchestra, *Second Horn*; 2017 - 2019
Gabriel Radford - Toronto Symphony, *Third Horn*; 2015 - 2017
James MacDonald - York University, *Toronto Freelance Horn*; 2013 - 2015

MASTERCLASSES

Alex Klein - *Solo Oboist*; March - May 2018
Fergus McWilliam - Berlin Philharmonic, *French Horn*; November 15th, 2016

Teaching

What's most important?

- Experience as an educator
- Range and variety of your teaching
- Knowledge and ability of the subject matter

EMPLOYMENT

TEACHING ARTIST

Negaunee Music Institute at the Chicago Symphony Orchestra 2012-present
Chicago, IL

- Develop, implement, and document curriculum that follows the established MAP goals and connects with the *Chicago Public Schools Chicago Guide for Teaching and Learning in the Arts* and *Common Core State Standards*, introducing teachers and students to the world of music and drawing relevant connections to classical music.
- Communicate proactively with CPS teachers to schedule and prepare for classroom visits.
- Develop and lead activities that guide classroom teachers to develop greater understanding of musical concepts, repertoire and teaching strategies for incorporating music into a variety of curricula.
- Participate in planning meetings with CSOA staff, other teaching artists, and consultants.
- Advocate for the benefits of music education and a life-long personal relationship with music.
- Co-lead with Irene Taylor Trust Music in Prisons personnel and CSO musicians in song-writing workshop involving at-risk youth at Cook County Juvenile Temporary Detention Center and Illinois Youth Center Chicago (as leader).

Urban Gateways 2007-present
Chicago, IL

- Customize and teach music curricula at various schools throughout Chicago, offering both in-school and after school programming which culminate in final performances. See <https://www.youtube.com/watch?v=M0I7XmLBm18> for example.
- Facilitate professional development workshops for both teaching artists and classroom teachers.

Highland Park High School 2006-present
Highland Park, IL

- Provide one-on-one instruction in concert percussion to high school students.
- Serve as the Drumline Instructor of the HPHS Marching Giants.

Music Performance

Chicago, IL 2004-present

- Perform regularly at venues such as Pritzker Pavilion, Lollapalooza Chicago, Summerfest Milwaukee, and other local establishments. See Laura Doherty demo at: <https://www.youtube.com/watch?v=Wcu4jcxymHo&feature=youtu.be>

EDUCATION

Lawrence University 1998-2002

- Bachelor of Arts, Double Major; Music and French
- Travelled to remote villages in Guinea, Senegal, and Burkina Faso, West Africa participating in traditional music making of the Malinke and Bambara people.

Administrative

What's most important?

- Organizational skills
- Management/leadership experience
- Previous relevant experience

Jane Doe

5555 N Hobby Ave #2F Chicago, IL 60657

(443) 242-1111 · janedoe@gmail.com

EXPERIENCE LEADERSHIP

Administrator who has filled roles in higher education for 9 years

Focused professional who achieves goals through cogent decision-making, thoughtful time management, and inter-departmental collaboration

DePAUW UNIVERSITY – ADMINISTRATIVE ASSISTANT

(2016 – Present)

Office of Advancement

- Supported 10+ Development Directors within the Advancement departments of Schools & Colleges and the Leadership Giving Team, by organizing schedules, external correspondence and meetings between donors and fundraisers
- Managed department monthly budgets, expense reports, travel plans and office accounts
- Assisted event planning for deans and advisory boards, and other fundraising teams
- Processed sensitive database-related information through the Advancement network system, including transaction reports, giving affiliations and society memberships

DePAUW UNIVERSITY - ADMINISTRATIVE ASSISTANT

(2012 – 2016)

School of Nursing Admissions (2013-2016)

- Managed prospect phone calls and emails, and individual student office schedules
- Filed and updated application materials for applied and prospective students
- Scheduled daily and customized visits, while also facilitating building and campus tours
- Organized and proctored annual undergraduate and graduate auditions
- Coordinated outreach to prospective students by phone or email, and at career fair events

Undergraduate Admissions (2012-2014)

- Managed office phone calls, emails, and received daily guests
- Processed application materials and catalogued prospective student information
- Assisted in organizing daily visits and customized visits, as well as building schedules
- Updated and managed travel budget materials and receipts

JACK'S CUPCAKES

(2014 – 2015)

Event Coordinator

- Designed wedding orders and planned cupcake tastings
- Managed payment accounts and billing information, as well as delivery and pickup scheduling
- Prepared, frosted and boxed weekend cupcake orders

EDUCATION

DePauw University - Greencastle, Indiana

MBA, Business Administration '16

BM, Business Administration '14

SKILLS

MS Office: Outlook, Excel, Word, PowerPoint

Financial: Intellilink Systems, Tableau Analytics,

MOBIUS

Fundraising & Donor Management: Ellucian Advance,

Tableau Analytics, ImageNow

Education: Campus Connection, PeopleSoft, EMAS

Additional Experience

If you want to include work experience that is **unrelated** to the position to which you're applying, but does offer insight into your job history, include a category labeled **"Other Experience"** or **"Additional Experience"**.

This is a great way to highlight **soft skills**, or qualities that enable someone to interact effectively with others in a particular environment.

Ben Smith

123 Hudson St
Milwaukee, WI 12345
(209) 456-7890
bensmith@gmail.com

EXPERIENCE

Google, Chicago IL— *Administrative Assistant*

February 2018 - PRESENT

- Supported three members of the Human Resources department
- Managed daily calendars and office schedules
- Interfaced with guests and employees on a daily basis

Sotheby's, Chicago IL — *Receptionist*

September 2017 - January 2018

- Corresponded with customers and guests via email and phone
- Managed realtor meeting schedules
- Ordered necessary office supplies monthly

ADDITIONAL EXPERIENCE

Milwaukee Symphony — *Assistant Principal Cellist*

- Lead sectional rehearsals weekly
- Supported the principal cellist
- Performed concerts under Ken-David Masur

EDUCATION

DePaul University, Chicago IL — *MM in Cello Performance*

September 2016 - June 2018

UW-Milwaukee, Milwaukee WI — *BM in Cello Performance*

August 2012 - May 2016

TECH SKILLS

Microsoft Office Suite

Workforce Now

Proficient in Peoplesoft

AWARDS

2017 Kleinman Competition Winner

LANGUAGES

English

Spanish (Proficient)

Soft Skills:

Leadership

Teamwork

Communication

Problem solving

Work Ethic

Flexibility/
Adaptability

Quantitative Data & Keywords

Hiring Managers look for tangible and quantitative results in your job history.

Companies use software systems that search out keywords from the posted job description in your resume.

- Use/Copy phrases in your resume

Joe Applicant

123 Main Street • Oakland, CA 12345 • (123) 456-7890 • joe.applicant@email.com

EDUCATION COORDINATOR/SUPERVISOR

Effectively managing staffs in both the blood bank and business arenas

Results-oriented, high-energy, hands-on professional with 10+ years' experience and a successful record of accomplishments in the blood banking, training, and communication transmission industries.

Key skills include:

- Experience in Quality Assurance and Customer Service in Two Industries.
- Excellent Communication Skills
- Team Building & Leadership
- Internal & External Communications
- Experience in Training and Payroll

PROFESSIONAL EXPERIENCE

AMERICAN RED CROSS, *Oakland, Calif.*

EDUCATION MANAGER / EDUCATION COORDINATOR (February 2013 – Present)

Facilitated successful educational project over the past five years for Northern California blood centers, with FDA regulated manufacturing equipment, as pertaining to CGMP, CFRs, Calif. State and American Association of Blood Bank (AABB) regulations.

Notable accomplishments:

- Provide daily operational review/quality control of educational accountability to meet regulations.
- Responsible for assuring uncompromised compliance with 23 organizational quality systems.

CORE COMMUNICATION INC., *Sunnyvale, Calif.*

CABLE TELEVISION SUPERVISOR (May 2008 – February 2013)

Supervised contract support for six AT&T Broadband systems located in the Bay Area.

Notable Accomplishments:

- Provided customer support/resolution, training in telephony and customer care.
- Handled quality control, payroll, special projects/plant extensions, and staff evaluations.

EDUCATION & CREDENTIALS

SAN JOSE STATE UNIVERSITY, San Jose, Calif.

Bachelor of Science (GPA: 3.8; Major: Administration of Justice; Graduated Cum Laude), May 2008

Certifications

NCCT Phlebotomy Technician Certification • NCCT Certified • CATV System Technician

Information Technology Skills

Microsoft Office Suite • ADP / Workforce Now • Proficient in Various Payroll Software Systems

- Your Name

Address • City, State, Zip • Phone • Email

*Choose a font size that's between 10 and 12 pts.

The best resume font type to use are basic bookprint fonts like:

{ Arial Verdana Calibri Times New Roman }

If applying to a design position employers might be open to:

{ Alternative Fonts }

Education

You can make section headers a little larger or bold.

Work Experience

Be Consistent. Don't overuse capitalization, bold, italics, underlines, or other emphasizing features.

the balance

Sending Your Resume

1. Follow the directions listed in the job description
2. Send the resume as an attachment, not as the body of your email
3. Use the suggested file format (PDF or .DOCX are preferred)
4. Name your attachment: ex) “Lastname_Firstname_Resume”
5. Always include a body content introduction
 - a. “Dear Hiring Manager...” –
 - b. If you know the name of the hiring manager, always address them personally
6. Use a clear subject line: “Job Title – Your Name”
7. Send a test message to yourself first!



SAVE YOUR RESUMES!

Save ALL versions of your resumes in both
.docx and PDF format.

Create a Master Resume with all data for
easy access.

Recommended Resources

- ▶ [Thebalancecareers.com](https://thebalancecareers.com)
- ▶ Google Doc Templates
 - ▶ Drive > New > Google Docs > From a Template
- ▶ DePaul School of Music Career Services Resources Tab
 - ▶ Handbooks for Resumes, Cover Letters & Career Documents



QUESTIONS?