

# **Women's Resume Seminar**

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A guide to

# RESUMÉS

Sections of a Resumé  
Formatting, Layout, and Presentation  
Resumé Tips  
Power/Action Verb List  
Resumé Examples

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## BERKLEE CAREER CENTER

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## Sections of a Resumé

The following categories are typically included in a resumé; however, your particular situation will dictate which ones are most appropriate for you. The three required sections on a resumé are experience, education, and skills, with the rest being optional. You can determine what other sections to include based upon the specific jobs you are applying for and how much space you have on the page.

### Identifying Information/Header

- Name: make your name large; you are important!
- Address (if applicable)
- Telephone
- Email: make sure your email address is professional and appropriate.
- Website
- Hyperlinks: remove them.
- Use this same heading on your cover letters and reference pages for consistency.

### Education

- Include schools you have attended, dates of graduation/dates of attendance, and degrees sought/completed.
- Optional: include coursework relevant to the position with a focus on upper-level courses, scholarships and honors, and special projects (e.g., research projects, teaching, and thesis work).
- Optional: GPA should only be included if it is relevant to the position and if it will help, not hurt, you. Generally, only include it if it's 3.5 or above.

### Experience

- Include both paid and unpaid work, internships, student employment positions, volunteering, extracurricular activities, professional experience (e.g., performances or related), research, and field experience.
- List the employer/organization, location (city and state only), job title, and dates of employment on the first line.
- Descriptions below should be bulleted and begin with a power verb (see the list in this book), and should detail the level of responsibility (be specific/quantify), breadth of exposure, and acquired skills.
- All experiences are good experiences. For non-arts or industry-related work, highlight transferrable skills gained from your experience, elements such as communication skills, promotions, training, supervision skills, and monetary responsibilities.

### Skills

- Highlight hard skills, not soft skills, which should be saved for your cover letter.
- Hard skills may include software/hardware applications, computer applications, technical skills and certifications, languages, instruments, and genres studied.
- Keep in mind what the job is looking for, and you can group related items for space, if needed.

## Optional Sections

- Your resumé is your own and should present the most important information about your work in an organized way that is easy to read and understand.
- Possible sections include leadership, volunteer experience, campus involvement, research/relevant course projects, performances, research, coursework, honors/awards, internships, volunteer work, job shadowing, activities, study abroad/international experience, professional development, presentations, publications, and certifications.

## Profile/Summary/Objective

- Optional: you will likely include these statements in your accompanying cover letter and you may need the space.
- This is a short, specific, powerful statement (one or two sentences only) about who you are as an artist, summarizing your strengths and skills, and tailored to the job you want.

## References

- References should not be included on your resumé.
- Employers will ask you for references if they want them, and this is usually after the initial application process.
- A separate sheet of paper should be prepared, which lists three references.
- Inform the individuals that you are using them as references.
- Include people who have had a positive experience with you.
- The references document should be formatted the same way as your resumé.
- Include the name, title, organization, address, phone number, and email for each reference.
- Optional: include "References available upon request" at the bottom of your resumé.

## Formatting, Layout, and Presentation

A resumé is a marketing piece and may be the first point of contact for potential employers. The layout of your resumé is very important. It must be visually attractive, well organized, and easy to read. Mistakes are easy to overlook with this, so have at least two other people proofread your finished resumé.

### General Formatting Tips

- Avoid resumé templates because the automatic formatting will limit your options. Find a resumé you like and copy its style.
- Avoid large blocks of text.
- Keep it to one page, which is the recommended length. This may vary if you have extensive experience or additional degrees.
- Keep the margins wide (no smaller than 0.5") and even.
- Use reverse chronological order, with the newest/current education at the top.

### Fonts

- Only use one font type.
- Use readable fonts like Helvetica, Arial, Times New Roman, Garamond, Calibri, Cambria, Century Gothic, or Avenir.
- Keep the font size within 10–14 points.
- Do not use script fonts or underline: boldface and italics are better ways to highlight something.

### Visuals

- Avoid color, graphics, and shading.
- If you use lines, put at least ¼" of white space around them.

### Printing

- Always send originals on light-colored, 8 1/2" x 11" paper.
- Don't fold or staple your resumé.
- Use good-quality bond (resumé) paper, and avoid colors that do not copy well.

### Style and Language

- Pay careful attention to spelling, punctuation, and grammar.
- Mistakes here are unforgivable. Don't rely on spell check.
- The spacing should be even, and style choices should be uniform.
- Bold, italicize, or underline important headlines. Just don't do all three at once: that's overkill.
- Use concise phrases, and avoid full sentences in your descriptions.
- Use present tense for current jobs and past tense for past jobs (e.g., draft, drafted).
- Leave out personal pronouns like "I," "my," and "me." Saying "I performed" this or "I demonstrated" that is redundant.
- Omit the articles "a," "an," and "the." Instead of "Coordinated the special events for the alumni association," simplify it to say, "Coordinated alumni association special events."
- Take out terms like "assisted in," "participated in," and "helped with." If you assisted in managing client accounts, simply say, "Managed client accounts." You can explain later what this role entailed.
- Exclude words like "responsibilities" and "duties" under job listings. Your resumé should focus on accomplishments and action, not tasks.



## Resumé Tips

### DO

- Proofread your resumé for clarity, grammar, and spelling.
- Keep things clear, concise, and consistent.
- Focus on what you want employers to notice first. They will read top to bottom, so make sure the sections most relevant come at the top of the page.
- Use reverse chronological order (most recent to oldest).
- Be honest about your experience.
- Keep a master list/master resumé of all activities and jobs you've done, along with their dates. As you're drafting your resumé, use this list to pull corresponding information so your resumé is tailored to the different types of opportunities you are applying for.
- Keep skills and interests relevant to the position for which you are applying.
- Ensure that each position you've listed includes keywords that are listed in the position description.
- Read your resumé out loud (even if it sounds silly).
- Rank your description order by relevant importance to the job description.
- Use the minimum number of words necessary to convey meaning.
- Use strong, precise action verbs to describe accomplishments and responsibilities.
- List your most impressive descriptions/skills first within each entry.

### DON'T

- Write in first person.
- Use abbreviations.
- Go any smaller than a 10 point font.
- Use more than two fonts.
- Have your margins go narrower than ½" all around.
- Include a photo for work resúés.
- List the actual date on the resumé, i.e., 4/17/2012. Use April 2012 or 04/12.
- Include positions or activities just to fill in empty space.
- Tell your entire life story.
- Use unnecessarily lengthy explanations.
- Lie about or exaggerate your experience.



Power/Action Verb List

Planning

Administered  
Anticipated  
Determined  
Developed  
Evaluated  
Forecasted

Identified  
Observed  
Planned  
Prepared  
Prioritized  
Researched

Reserved  
Revised  
Strategize  
Studied  
Tailored

Organizing

Acquired  
Activated  
Adjusted  
Allocated  
Altered  
Arranged  
Assembled  
Assessed  
Assigned  
Cataloged  
Centralized  
Collected

Committed  
Confirmed  
Contracted  
Coordinated  
Customized  
Delegated  
Designed  
Established  
Facilitated  
Implemented  
Issued  
Logged

Obtained  
Ordered  
Organized  
Programmed  
Recruited  
Retrieved  
Scheduled  
Selected  
Secured  
Simplified  
Sought  
Tracked

Communicating

Acted  
Adapted  
Admitted  
Addressed  
Allowed  
Amended  
Ascertained  
Attested  
Briefed  
Clarified  
Communicated  
Composed  
Concluded  
Convinced  
Consulted  
Corresponded  
Critiqued  
Dedicated  
Defined  
Demonstrated  
Drafted  
Edited  
Educated

Explained  
Greeted  
Highlighted  
Illustrated  
Improvised  
Indicated  
Informed  
Instructed  
Interpreted  
Interviewed  
Justified  
Lectured  
Marketed  
Moderated  
Negotiated  
Perceived  
Persuaded  
Presented  
Publicized  
Questioned  
Referred  
Reinforced  
Related

Reported  
Represented  
Revealed  
Sanctioned  
Shaped  
Specified  
Spoke  
Sold  
Solicited  
Submitted  
Substantiated  
Suggested  
Summarized  
Supplemented  
Supported  
Surveyed  
Synthesized  
Systematized  
Taught  
Translated  
Verified  
Welcomed  
Wrote

Supervising

Adjusted  
Analyzed  
Assessed  
Corrected  
Correlated  
Developed  
Discovered  
Established  
Examined

Explored  
Inspected  
Judged  
Licensed  
Maintained  
Measured  
Modified  
Monitored  
Officiated

Overhauled  
Oversaw  
Refined  
Reviewed  
Revised  
Screened  
Supervised  
Supplied  
Updated

Leading

Caused  
Chaired  
Changed  
Conducted  
Directed  
Elected  
Employed  
Empowered  
Encouraged  
Envisioned  
Fostered

Founded  
Guided  
Hired  
Influenced  
Initiated  
Inspired  
Involved  
Led  
Managed  
Mentored  
Motivated

Originated  
Promoted  
Raised  
Recognized for  
Set goals  
Spearheaded  
Strengthened  
Supervised  
Trained  
Transformed  
Visualized

Getting Results

Accomplished  
Achieved  
Added  
Advanced  
Attained  
Boosted  
Built  
Combined  
Completed  
Consolidated  
Constructed  
Contributed  
Delivered  
Demonstrated  
Diminished  
Earned  
Eliminated  
Enjoyed

Enlisted  
Ensured  
Excelled  
Expanded  
Expedited  
Extended  
Finalized  
Fulfilled  
Gained  
Generated  
Grew  
Guaranteed  
Heightened  
Improved  
Increased  
Innovated  
Integrated  
Introduced

Invented  
Joined  
Launched  
Minimized  
Modernized  
Obtained  
Opened  
Orchestrated  
Overcame  
Produced  
Qualified  
Realized  
Received  
Rejuvenated  
Renovated  
Restored  
Targeted  
Uncovered

Problem Solving

Alleviated  
Analyzed  
Brainstormed  
Collaborated  
Conceived  
Conceptualized  
Created  
Decided

Deciphered  
Detected  
Diagnosed  
Foresaw  
Found  
Investigated  
Recommended  
Remedied

Remodeled  
Repaired  
Revamped  
Revitalized  
Revived  
Satisfied  
Solved  
Synthesized

Quantitative

Accounted for  
Appraised  
Approximated  
Balanced  
Budgeted  
Calculated  
Checked  
Compiled  
Compounded  
Computed

Conserved  
Converted  
Counted  
Dispersed  
Earned  
Estimated  
Figured  
Financed  
Increased  
Inventoried

Maximized  
Multiplied  
Profited  
Projected  
Totaled  
Quantified  
Rated  
Reconciled  
Recorded  
Reduce

Helping

Aided  
Accommodated  
Advised  
Alleviated  
Assisted  
Assured  
Bolstered  
Coached  
Continued  
Cooperated

Counseled  
Eased  
Elevated  
Enabled  
Endorsed  
Enhanced  
Enriched  
Familiarized  
Mobilized  
Modeled

Prescribed  
Provided  
Protected  
Rehabilitated  
Relieved  
Rescued  
Returned  
Served  
Sustained  
Tutored

Executing

Acted  
Administered  
Collected  
Completed  
Conducted  
Displayed  
Distributed  
Entered  
Exercised  
Forwarded  
Handled  
Input

Installed  
Labored  
Operated  
Performed  
Processed  
Produced  
Proofed  
Prospected  
Proved  
Shipped  
Sold  
Stocked



## Resumé Examples

One of the best ways to learn how to write an effective resumé is to study examples. Whether you're a resumé-writing pro or new to writing one, it's wise to look at resumé examples designed with your industry in mind. There are several to look at in this section, and studying these examples can help you craft your own version of this all-important document. As you review the examples, be sure to note the best format, most important information to include, and mistakes to avoid. Keep in mind that a resumé is a personal document meant to showcase you and your experiences, therefore each one is unique. Use these examples as a starting point to get the process started, and customize from there.

Once you have a draft completed, we invite you to come to the Career Center for a Resumé and Cover Letter Workshop, a one-on-one advising session, or a quick walk-in session.

Find out details by visiting [berklee.edu/career-center](http://berklee.edu/career-center).

# 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