

Resume Guidelines for Undergraduate Applicants

General Notes:

All items should be listed in reverse chronological order within their section.

Resumes should not exceed 2 pages.

Keep font to size 12 or higher.

Section I – Contact information and Objective

1. **All students** should include on their resume:
 - o Your name, address, phone number, e-mail address, and the program(s) to which you are applying

Section II – Music-specific information and experience

1. **Applicants to all programs** should include the following:
 - o The name(s) of your current and most recent private teachers. Include the dates you studied with them, and their phone numbers, if known.
 - o A list of all music organizations with which you perform, and the dates of your participation. This can include school ensembles, youth organizations, and ad hoc ensembles you formed yourself.
 - o A list of any music competitions in which you participated and all related awards or recognition you have received while in high school, with dates indicated. This can include school, local, state, and national level awards.
 - o A list of any related experience, such as ensemble officer or manager, teaching, theatre or dance experience, or community service arts programs that you feel completes the picture of you as a musician.
2. **Applicants to Jazz** should list the following:
 - o Any classical training and list teachers, program, duration and location.
 - o Jazz ensemble experience (large ensemble/big band; small group/combo/chamber jazz)
 - o Other jazz instruments played (briefly describe level of playing proficiency)
 - o Jazz composition and arranging experience.
 - o Jazz improvisation/theory/aural training (list courses and/or teachers).
 - o Jazz workshops, seminars, festivals, and summer camps in which you have participated.
 - o Teaching experience, if any.

Section III- Non-Music Information and experience

- o A list of activities and awards related to academics, athletics, or leadership within your school or community
- o A list of any community service in which you have participated
- o A list of any work experience you have had while in school.