

JMU SCHOOL OF MUSIC
PREPARING A RESUME FOR SUCCESS
Beth Chandler, Associate Professor of Flute

A resume is an introduction of yourself to a potential employer, so it is critical that you make an exceptional first-impression. There are a variety of formats to follow, each appropriate for the particular position for which you are applying. Here are a few basic things that all resumes should include:

Basic information

Name
Current Address and Phone
Permanent Address and Phone (if different)
E-Mail Address

Headings

All information should be listed in reverse chronological order.

EDUCATION: College, location, degree, major, year of graduation

[**At JMU, you receive a Bachelor of Music (B.M.) in Music Education, or a B.M. in Flute Performance, or a B.M. in Music Industry.**]

[High School, location, year of graduation]

HONORS, AWARDS AND ACTIVITIES: College awards, scholarships, competitions, fellowships, honor societies, summer camps, etc.

Significant high school awards and honors

PROFESSIONAL EXPERIENCE: Teaching positions (for public school positions, list responsibilities), private teaching, playing experience (solo performances, ensembles, etc.)

Include a statement at the bottom of the page or in the footer that indicates that references and additional materials are available upon request.

Other helpful hints

Proofread, proofread, proofread! And have others read, too! **Typing errors, misspellings, grammatical errors, etc. are absolutely not acceptable!!**

Use excellent quality resume stock (paper) in white, ivory or gray. No colored paper.

Use a professional-looking, easy-to-read font in a size no smaller than 10 font (no “flowery” or script typefaces). Ensure that all copies are clean (print individual copies or have them printed by a printer...do not merely photocopy unless it is of exceptional print quality.)

Make sure all margins are aligned. Use tabs, rather than spaces for indents and to align text.

Information should be in a consistent format and parallel structure (i.e. sentence or topic outline, chronological order, verbs in same tense, etc.)

Limit information to fit onto a single page.

ALWAYS include a well-written, concise cover letter that highlights the information contained in your resume. Remember, a potential employer will only glance at your resume initially, so you want to ensure it will grab their attention for its polish, professionalism, and content.