

Annie Phillips

clarinet & bass clarinet

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Make sure your name and contact info are clearly listed at the top. Include an identifying subtitle if you like; mailing address is optional.

Section heading titles are up to you; there's no standard. Put the most relevant section first. Applying for a teaching job? List teaching experience first. For a performing job? List that first.

Related Experience

Institution, Job Title 2015-present

- Detailed description of your responsibilities
- Use *quantitative* information (numbers) to create a clear picture of your experience
- Example: taught 15 students, produced monthly concerts, etc.

Institution, Job Title Summers 2014-2015

- Use *action verbs* to describe your role. Borrow these from the job description
- Example: managed, led, created, taught, oversaw

Other Experience

Layout is important - make sure everything looks neat, formatting between sections matches, and the information you want is all included. There's no standard, but this is a good starting point.

Project Name, Job Title 2015-present

- What experiences make you qualified for the opportunity?
- When you gained that experience, what were you doing?
- Remember: not all experience is paid - volunteer experience counts

Honors and Awards

Spell out or describe institution-specific acronyms or awards. Remember, not everyone reading your resume went to NEC!

Grant Winner, Entrepreneurial Musicianship 2017
Merit Scholarship, New England Conservatory 2013-2017

Masterclasses

Play with formatting to make the most of limited space, especially when you are trying to fit everything on one page: use columns, spacing, etc.

Yo-Yo Ma	Miriam Fried	John Adams
Joyce DiDonato	Hilary Hahn	Simon Rattle
Bruce Brubaker	Beyonce Knowles	Jason Moran

Education

Listing education last draws less attention to the fact that you're still in school, or that you just graduated.

New England Conservatory, Master of Music exp. 2019
- Major instrument, studio, ensembles

New England Conservatory, Bachelor of Music 2017
- Major instrument, studio, ensembles

Use 'exp.' to show you're still in school and when you expect to graduate.

People tend to skim down the left hand side of the page. List your most impressive information there - does the institution or your job title make more of an impact?

Put lists in reverse chronological order: most recent at the top