

How to Prepare a “Performance Resume”

What is it?

A “Performance Resume” is used to summarize your performance experience to date. It gives you the opportunity to share with a prospective employer, teacher, or school a more complete picture of who you are beyond a simple academic transcript.

Why should I do it?

When applying for college admission, auditions, jobs and similar competitive opportunities, it is important that you differentiate yourself from the other applicants. This document is one tool that you can use to do that. A student can begin making this at any point in their high school career, but any Junior or Senior considering playing music in college should definitely do one.

Who is it for?

The target audience can be anyone interested in hiring you, admitting you to college, admitting you to an honor group, or any other selective opportunity. It can also be used to start conversations about your specific strengths and experiences.

How should it be formatted?

There isn't any standard format for this document. However you choose to layout the information, it should be logical and easy to read. Most people viewing the document will spend no more than a few seconds scanning it. If they see something that is interesting, then they will hone in on that detail and ask for you to tell them more about it (*which is what you want!*).

Here's the examples of details to include...

1. Your name, address, phone, email
2. Statement of professional goal
 - a. Simple statement about what you are interested in doing.
3. Performance Experience
 - a. High School Performing Ensembles
 - i. Include ensemble name and years in each
 - b. Repertoire List
 - i. Music you have performed publicly during your high school career
 - c. Private lesson teachers
 - i. Include contact information
 - d. Solo/Ensemble Performances
 - i. Include repertoire. Ratings are optional
 - e. Honor Groups & Auditioned Ensembles
 - i. All-State
 - ii. All-Northwest
 - iii. Any other group that you auditioned for or were selected for
 - iv. Youth orchestras/bands/choirs
 - f. Community Groups
 - i. Any group you participated in that did not require an audition
 - ii. Examples: Church, community, etc.

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4. Activity & Leadership
 - a. Include anything that you have done that is above and beyond just walking through the door. Even if it seems trivial, any time you went above and beyond, that is leadership.
 - i. Examples: Section leader, principal chair, drum major, peer tutor
 - b. Include any non-music activities/groups that you are a part of.
 - i. If you received any special recognition in those groups, include that.
 - ii. Examples: Soccer team, starting goalie, won districts two years in a row
5. Academic
 - a. Include any academic activities and recognition that you have received.
 - b. Examples: NHS, Key club, honor roll, perfect attendance, etc.
 - c. This is **NOT** your grades and transcript
6. Job
 - a. Include any jobs that you held and the time periods (including average hours per week) that you worked.

REMEMBER – The goal of this document is to provide a snapshot of who you are, what experiences and strengths you have, and what kind of professional you have the potential to become.

This document is just to get you started. There isn't any right or wrong way to do this. The end goal is to allow potential teachers, employers, etc. to learn more about the wonderful person you already are!