

# Creating and Refining Your CV/Resume

Monday, October 28, 3:00-3:45pm, Room 103 MPB  
<http://mitchellrobinson.jimdo.com/clinic-and-workshop-materials/>

# CURRICULUM VITAE VS. RESUME

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## CV

## Resume

Length	The CV is expansive.	The resume is concise.
Purpose	Applying for academic, higher education, scientific or research positions. Also used when applying for fellowships or grants.	Applying for PK-12 school teaching jobs, positions in business, sales, engineering.
Coverage	Full length of career.	May be selective, but no unexplained gaps.

## CURRICULUM VITAE (“LIFE’S WORK”)

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### **ABOUT**

The CV describes your entire academic career, which encompasses **education, employment history, publications, grants awarded, papers delivered, recitals/concerts/premieres/commissions, teaching experience,** and **service experience.**

A CV allows an individual (or a committee) who does not know you personally to have some understanding of the scope of your educational background, professional career, and current creative interests. Committees are often in the position of comparing applicants and so your CV should provide clear access to your professional information.

# CURRICULUM VITAE

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## **ORGANIZATION**

- Contact Information (email, postal address, telephone)
- Education (list all of your degrees including undergraduate)
- Professional Employment (list all of your positions, with dates and ranks)
- Creative Activity (might be subdivided into recordings, publications, presentations, grants)
- Teaching Experience (might be subdivided into courses taught, theses/dissertations supervised, curriculum development)
- Honors and Awards
- Professional Service (might be subdivided into Department, College, University, Service to the Profession)

# CURRICULUM VITAE

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- LENGTH** • Unlike resumes, length is not an issue. The more experience you have, the longer the CV tends to be.
- STYLE**
- NO MISTAKES. Clean. Simple. B&W. Lots of "white space."
  - Use "action" verbs--organized, taught, implemented
  - 1 inch margins; bullets (•)
  - Font choice: 12 pt for body, slightly larger for headings, use bold and italic for organization, choose a serif font (avoid non-serif)
  - No need to invest in "stationery"--use regular copy paper
  - Some level of explanatory detail is permissible
- ORDER** • Reverse chronological works best.
- CONTENT**
- Education/Degrees/Certifications (not HS)
  - Musical/Performing experience\*
  - Teaching experience\*
  - Other work/educational/teaching experience if it shows long-term experience (preferable to keep focus on music, teaching--see examples)
  - Publications, presentations, commissions, arrangements
  - Awards, honors
  - Include references' names and phone #s/emails--make sure info is **accurate** and **current**
- \* The order here may be adjusted depending on the position

## MORE CV TIPS

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- CONTENT**
- Avoid photos, graphics, logos
  - Avoid too much information about your adherence to a specific methodology or teaching approach--its a double-edged sword
  - Consider developing a web-based version of your CV
  
  - Example--clarinet, trumpet, conducting, conducting

# RESUMES

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- LENGTH** Keep them short. 1 to 2 pages tops. Above all else, avoid half pages--they look incomplete.
- STYLE** NO MISTAKES. Clean. Simple. B&W. Lots of "white space."  
Use "action" verbs--organized, taught, implemented  
1 inch margins; bullets (•)  
Font choice: 12 pt for body, slightly larger for headings, use bold and italic for organization, choose a serif font (not non serif)  
No need to invest in "stationery"--use regular copy paper  
Educational approach--"too busy and serious to be attractively designed"
- ORDER** Reverse chronological works best.
- CONTENT** Education (not HS)  
Certification information (Music JQ, granted, pending)  
Teaching experience, including student teaching  
Musical/Performing experience  
Other work/educational/teaching experience (focus on music, teaching)  
Include references' names and phone #s/emails, if space (separate page is fine)

## MORE RESUME TIPS

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- LENGTH** \*If you really want/need a longer resume, try this idea:
- instead of stapling 2 pages, or paper clips. . .
  - take 2 pages and print side by side on 11 x 17 paper, facing pages
  - fold in half, and include your name, address, phone # and email address on cover
  - open, and you have a detailed resume that presents all of your information at a glance

**CONTENT** No need to include an objective or goal; they are not useful, and often prove needlessly limiting  
Keep it current  
Do not include GPA (this can be determined via transcripts)

Examples: bassoon, violin, cello, cello, cello

# COVER LETTERS

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**PURPOSE** Cover letters allow you to customize your application, and to elaborate or expand upon specific details regarding your background that make you an attractive candidate for the position.

**CONTENT** Opening salutation  
How you learned of the opening (colleagues, newspaper)  
Why you would be a viable candidate/how your skill set matches the job description  
Your interest in being granted an interview  
Closing

**AUDIENCE** Research the University or College to determine to whom you should address the letter  
Try not to send a cover letter to "Whom it May Concern" or "Dear Sir" or "Dear Dean"