

# MUSIC RÉSUMÉ SAMPLE

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## Juan J. Williams

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### EDUCATION

Bachelor of Music with a Minor in Music Performance  
The University of Texas at El Paso (UTEP)

Anticipated: 00/202X  
Overall GPA: 4.00/4.00

#### Awards

Outstanding Senior in Music Education, 20XX recipient, Dean's List Spring 20XX

### MUSIC ORGANIZATIONS

*Tenor* 00/202X – 00/202X  
UTEP Concert Chorale El Paso, TX

- Perform in residency with the prestigious Leeds Cathedral Choirs in Leeds, England

*Trumpet* 00/202X – 00/202X  
UTEP Concert Band El Paso, TX

- Perform weekly a diverse range of literature to entertain with a musical selection that is both aesthetic and artistic

### STUDY ABROAD

*International Scholar* 06/202X – 08/202X  
UTEP Study Abroad – Music History in Germany and Austria Berlin, Germany/Vienna, Austria

- Studied Music History from the Late Baroque to the Romantic periods
- Participated in 10+ music festival performances and events

### EXPERIENCE

*Intern* 00/202X – 00/202X  
UTEP Center for Arts Entrepreneurship (CAE) El Paso, TX

- Acquired knowledge about musicianship from festival performers as well as other aspects involved in organizing and executing a music event, such as guest relations and interactions with media

*Piano Teacher* 00/202X – 00/202X  
El Paso Music Learning Corner El Paso, TX

- Tailored lessons to meet students' needs, evaluated students' abilities and provided feedback
- Instructed theory and practical techniques to 10 students per semester

### VOLUNTEER

*Musical Outreach Project -Piano* 00/202X  
Music for the Young at Heart (UTEP Music Dept.) El Paso, TX

- Performed at different assisted living communities and participated in continuing education programs at public libraries in the El Paso area with a group of 15 members

### STUDENT & PROFESSIONAL ASSOCIATION

*Fraternity Education Officer* 00/202X  
UTEP, Phi Mu Alpha Sinfonia Nu Lambda Chapter (Fraternal Society in Music) El Paso, TX

*Student member and Conference Attendee* 00/202X  
National Association for Music Education National Harbor, MD

*202x NAfME National Conference, Attendee*

### SKILLS

- Skilled in using Microsoft Word and PowerPoint
- Experienced in using social media platforms such as YouTube, Facebook, and Instagram

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**

It is important to tailor your statements to the job description and include measurable data as much as possible.

**See examples of accomplishment statements in the “Experience Section” on page one.**

## Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

## Measurable Data

**Quantify when possible using:  
numbers, percentages, dollar amount(s), or  
time frames**

## Action Words

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

### Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

### Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

### Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

### Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

### Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

### Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 8/23