

RESUME FORMAT for MUSIC TEACHING

Career Planning, SUNY Potsdam, Sisson Hall 106
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YOUR NAME

College:
Your Mailing Address
City, State Zip
Phone

Home :
Your Mailing Address
City, State Zip
Phone

OBJECTIVE

Omit this if it doesn't add useful information. For example, A position as a Music Teacher would simply be redundant. Tailor your objective to the job and be sure to specify if it is instrumental or choral and if you have a preference for Elementary or High School.

EDUCATION

B. M., Crane School of Music
State University of New York College at Potsdam, Potsdam, NY (graduation May 1999)
Grade Point Average: (See section of Resume Guide describing how to list majors)
Major: Music Education (See section of Resume Guide describing how to list majors)
Performance Concentration:
Teacher Certification area: Music K-12
Honors: (See section of Resume Guide describing how to list honors)
Foreign Language: (See section of Resume Guide describing how to list foreign languages)
Computer Knowledge: Be sure to list music programs such as MIDI, Finale, Band in a Box.
Music Activities: If you specify organizations that use acronyms then be sure to spell those out such as Music Educators National Conference (MENC) .
Additional Activities (or just "Activities" if you choose not to list Music Activities separately): For teachers it's helpful to include high school activities. These may indicate a second hat you could wear for the school such as yearbook committee.
Special Programs: Include coaching certifications and Child Abuse Workshop

STUDENT TEACHING

Name of school, city, state. Write a separate description for each of your student teaching experiences, even if they are in the same school district. There is no need to write about lesson plans or other tasks that are known requirements for student teachers. Tell what the principal will not know - quantity, quality, and results. Show how many students you taught, their levels of ability and motivation, whether you had to solve discipline problems, and other variable factors. List your sponsor teacher and date at the end of each paragraph.

TEACHING RELATED EXPERIENCE

Position title, employer, city, state date It's a good idea to use work you did in schools as part of a college course, for instance your practicum(s). Sometimes it may not be enough to classify as experience, but few other college programs provide this opportunity and it can be important. If you use it, the last line of your description would be, Part of a college course for credit. Also include jobs such as camp counselor.

PERFORMING EXPERIENCE

Performing background can be shown here. Some schools may feel that a music teacher who also performs in the community adds visibility to their program. Organize your experiences in a way that makes it clear and easy to understand. One approach is to categorize your experiences by College, Community and High School.

**ADDITIONAL
EXPERIENCE**

You may have other categories of experience under this heading, or you can add headings. If you have any community service, use it (e.g., volunteer director of a church choir, volunteer work for the United Way or a hospital, etc.). It could be a paragraph under ADDITIONAL, or you could carry a COMMUNITY INVOLVEMENT title in the left margin if you have two or more experiences to describe.

PERSONAL

See the section of Resume Guide describing the personal section.

REFERENCES

See the section of Resume Guide describing how to show your references.