College Panel How to Prepare a Repertoire List and Resume and WHY?

More and more, I see applicants to the schools at which I teach, appear on audition day well dressed (no bare midriffs please!), armed with a nicely assembled packet which includes both a resume, audition materials list and repertoire list. Sometimes copies of music are brought in for the committee as well. Some schools may specify that this is required. If not, don’t bother unless the repertoire you have chosen is quite off the beaten path. In that case, the committee might be interested in having a look.

WHY PREPARE THIS MATERIAL???

1. It shows you are organized and serious, you have your act together.
2. It gives the committee a good idea of your level, how thorough your musical background is.
3. You’re ready for whatever might come up. Your resume is now accessible at a moment’s notice, saved on the computer for future updating.
4. The repertoire list highlights holes in the repertoire you have or have not studied and the resume highlights deficiencies in your achievements or pursuits that you might not notice until you attempt to put it down in print. It might not be until you actually sit down and write a resume or repertoire list that you realize that you have never attended a masterclass, finished a degree or auditioned for a summer festival or have studied something from the French Baroque.
5. Conversely, you might see that you make a habit of going from place to place taking single lessons, never fully committing to a teacher in depth or that you enter every competition available when what you need to be doing is going back to school or continuing your study of excerpts for example.
6. Some of the things you list on your resume will help show an audition committee that: you enter competitions and take auditions and are therefore goal oriented, are academically gifted and therefore probably disciplined, that you play the piccolo, that you are a well -rounded human being who has wide -ranging interests outside of the practice room. In the heat of the audition process, sometimes nerves can get the better of us. If the committee has a chance to look at a resume, a letter of recommendation or a transcript, it helps them establish what sort of student you are. Because the protocols of music schools can vary, these documents are not always available for the committee to view unless you bring them with you.

HOW???

1. Visual Clarity is key – Page layout is important. Aim for one page. An orchestral resume is sometimes thrown out if a single page document is requested and you send more. Conversely, an academic resume wants to see everything!
2. More is not better – at least for a performance-oriented resume. Brevity makes for legibility. A committee can see through a padded resume.
3. Fonts are your friend – use them, but not too glitzy, should only add, not distract
4. Put it all down the first time through, then edit heavily.
5. Key personal contact information right up top, visible, readable.
6. Proofread!!!! Use Spellcheck
7. Did I mention proofreading?
8. Have a friend/teacher proofread. I have received the recent advice that it’s always better to have someone else choose your publicity photos – this is similar.
9. ABOVE ALL, A RESUME MUST BE ACCURATE, WITHOUT ERROR AND TRUTHFUL AND SHOULD INCLUDE GENERALLY DATED INFORMATION. We exist in a small society and eyebrows are raised when you say that you won the NY Philharmonic Principal Flute position, but turned it down because you couldn’t agree on terms of salary.
10. A good resume will include the following either with school and private study information up front or last:

Personal info: Name, address, email, phone, website

Ensemble experience – names of conductors, if notable, can be included

Awards won/Competitions in which you placed with dates

Masterclasses with some delineation made between those in which you performed, and those you audited.

Concerto experience

Private study. This should basically be defined as someone with whom you have a regular committed arrangement. Fewer than 8- 10 lessons are not considered private study. If you list that you have taken one lesson with 20 different teachers, it shows that you either cannot make up your mind, that the teacher asked you never to darken their door again, or that you lose phone numbers or email addresses easily.

Also, some brief extracurricular activities may be included in the earlier stages of your resume writing. i.e.: Local civic organizations, volunteer work.

Are you proficient on piano? This would be nice to know as a small sideline on your resume. A brief sentence with some supporting evidence would do.

DO NOT INCLUDE THE FOLLOWING:

Your dog’s name (I’m not kidding!)

Your teacher’s personal contact information unless you have prior approval

Every small ensemble to which you might have given a name, unless it has some notoriety

REPERTOIRE LIST:

By genre, alphabetical order or you may choose to separate into musical periods. For all categories, please note whether the work has been only studied and/or performed.

FLUTE:

Solo works

Sonatas

Concertos

Chamber Music of note

PICCOLO

ORCHESTRAL REPERTOIRE

OPERA

BEST OF LUCK TO YOU ALL!!!

LINDA TOOTE