**How to Prepare a Repertoire List and Resume and WHY?**

Schools may not require a resume or rep list, but you can include them with your application submission as supporting materials, or present at the audition.

WHY PREPARE THIS MATERIAL?

1. It shows you are organized and serious, that 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; highlights deficiencies in your achievements or pursuits that you might not notice until you attempt to put it down in print.
5. Some of the things you list on your resume will help show an audition committee that: you have studied privately for a number of years and are committed, enter competitions and take auditions and are therefore goal oriented, are academically gifted and therefore probably disciplined, that you play a secondary instrument, 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. If you have prepared them and they aren’t asked for, don’t be disappointed or push them.*

HOW?

1. Visual Clarity is key – page layout is important.
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. Have a friend/teacher proofread.
7. ABOVE ALL, A RESUME MUST BE ACCURATE, WITHOUT ERROR AND TRUTHFUL AND SHOULD INCLUDE GENERALLY DATED INFORMATION.

RESUME

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
* Private study – names teachers, affiliation etc.
* Certificate or program of study (e.g., ECMS Diploma, Pathways Scholarship Program)
* Recital experience (like ECMS recitals)
* Ensemble experience – Honor groups like All County or Area All State, All Conference etc.; youth orchestras, school ensembles
* 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
* 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 or play a second instrument?

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.

* Primary Instrument (Flute, Oboe etc.)
  + Solo works
  + Sonatas
  + Concertos
  + Chamber Music of note
* Auxiliary instrument if appropriate (Piccolo, English horn etc.)
* Orchestral repertoire (if you’d had ensemble experience, youth orchestra or other)