

Hints for Creative Music Resume Writing

by Vince Corozine (ASCAP)

You are interested in getting a new job, but how does your resume catch the eye of a prospective employer? A well-prepared resume takes time and thought to create. Because you are a unique individual your resume must be a reflection of your skills and abilities. Most headhunters are not only looking for a prospective employee who is concise in listing their highlights of past performance, but also more importantly, they want to know what you can do for them. Therefore, a resume that looks too generic will certainly be tossed.

Here are a few tips for creative resume writing:

- Target your prospective employer with a cover letter which is an integral part of your resume. Highlight what you can do for the employer. Do your homework. Know precisely what you want and relate your flexibility.
- Keep it short. Don't ramble about all your achievements. Be selective, mention only tasks that set you apart from other individuals in your job.
- Build your resume around a few important training highlights and employment positions. Keep in mind that all your other employment positions can be discussed at your face to face interview.
- Mention one or two projects that you enjoyed working on and what was their significance relative to the success of the previous employer. What talents and skills do you possess that produced positive results.
- Bullet a few eye-catching tasks that you accomplished and implemented including your ability to work independently and as a team member by using action words such as:

collaborated

envisioned

planned

persuaded

designed

instructed

implemented

directed

created

- Be truthful. Everything you present can be checked by scrupulous human resource departments. Be accurate when giving names and dates of employment. Don't inflate your importance but do state accomplishments briefly.

- Format your resume using Courier, Arial or New Roman 12 point fonts on standard white paper. Proofread your resume for errors in punctuation and spelling. This shows your attention to detail and quality of expectations. Use headings such as: Career Achievements, Areas of Expertise, Current Position.
- If you mention individuals for references, give their most current contact information. Companies won't waste their time tracking down individuals. Be sure to ask your references if they would supply a reference on your behalf.

Many companies use the internet as a tool when looking for future employees. Check their websites and tailor your resume to fit the criteria they are requesting. You may find that you cut and paste items within your resume to address areas of concern for individual specific employers. Be flexible and be creative. Most of all be yourself.

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