

COLLEGE OF FINE ARTS RESUME GUIDE



STUDENT
AFFAIRS

Center for Career &
Professional Development

What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center -> Appointments** to ensure that your resume is most reflective for the opportunity you are applying for.

Résumé Components

**Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. **

CONTACT INFORMATION (Required)

The top of the resume identifies your name, mailing address, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences.

Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment

ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows them. Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research
- Relevant Coursework
- Leadership
- Course Projects

Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).

Frequently Asked Questions

Is it ok to use a template?

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

Do I need to include both my campus and permanent addresses?

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

Do I need to include study abroad experiences?

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

What should I include in my skills section?

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

How do I list multiple positions within a company/organization?

If the positions you’ve held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

How many references should I list?

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

How should I select who I ask to give a reference?

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender’s permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

What type of font should I use?

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

When listing dates, should I use seasons or months or both? Can I just list the year?

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

GENERAL GUIDELINES FOR FINE ARTS RESUMES

Tips for Writing Design-Based Resumes

Include the link to your online portfolio or website in your contact information



Incorporate creative design elements into your resume layout



Do not sacrifice the quality of your content for creative design



Include relevant courses and design programs to give employers a better idea of your technical knowledge



Tips for Writing Performance-Based Resumes

Include the link to your online portfolio or audition reel in your contact information



Separate your performance experience into several specific performance categories, such as solo/ensemble/symphonic performances or stage/film/technical



List all skills that you possess in addition to your primary performance skills, including instruments, dance styles, accents, etc.



Include the names of your trainers, conductors, directors, instructors, and/or choreographers



List any training and instruction you have received throughout your study of your art in a section usually labeled Education and Training



Tips for Writing Education/Administration-Based Resumes



Include all teaching or instructing experience



List your memberships in any professional organizations



Add a Leadership Experience section to your resume to showcase your effectiveness as a teacher or administrator



Examples of Verbs

Audition

Coordinate

Draft

Maintain

Produce

Build

Contribute

Edit

Manage

Recommend

Choreograph

Create

Establish

Operate

Research

Collaborate

Delegate

Facilitate

Organize

Select

Communicate

Design

Illustrate

Oversee

Support

Compose

Develop

Improve

Perform

Teach

Conduct

Direct

Initiate

Plan

Write

POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

Communication

Circulate
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Engage
Exhibit
Express
Illustrate
Interpret
Interview
Investigate
Optimize
Partner
Pitch
Plan
Present
Promote
Report
Review
Revise
Summarize
Syndicate
Translate
Transcribe

Teaching / Advising

Advise
Counsel
Demonstrate
Display
Encourage
Enlist
Ensure
Grade
Guide
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide

Rate
Steer
Support
Teach
Test
Train
Tutor
Public Relations
Advertise
Advocate
Attend
Coordinate
Dispense
Disseminate
Distribute
Fundraise
Launch
Persuade
Publish
Recruit
Screen
Target

Interpersonal Relations

Accommodate
Adapt
Coach
Collaborate
Consult
Converse
Cooperate
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Implement
Inform
Interact
Intervene
Litigate
Mediate
Motivate
Negotiate
Recommend
Reconcile

Rehabilitate
Resolve
Share
Suggest
**Administrative/
Management**

Accelerate
Accomplish
Achieve
Administer
Allocate
Approve
Benchmark
Chair
Command
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Oversee
Prioritize
Regulate
Streamline
Strengthen
Supervise
Organization
Apply
Assemble
Arrange
Categorize
Coordinate
Establish
Facilitate

Group
Orchestrate
Organize

Numbers/Data

Account
Appraise
Audit
Budget
Calculate
Collect
Formulate
Inventory
Maximize
Minimize
Multiply
Project
Purchase
Record
Reduce
Solve
Universal
Act
Apply
Contribute
Define
Diagnose
Effect
Eliminate
Emphasize
Navigate
Offer
Perform
Register
Respond
Serve
***Verbs Not
Recommended**
*Aid
*Assist
*Deal
*Handle
*Help
*Learn
*Receive
*Responsible For
*Understand
*Work With

TRANSFERRABLE SKILLS LIST

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

TRANSFERRABLE SKILLS LIST

Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

[First Name] [Last Name]

2800 S. University Drive, Fort Worth, TX 76110 | 817-257-2222 | first.last@tcu.edu | www.becreative.com

Education

Texas Christian University (TCU), Fort Worth, TX

Bachelor of Fine Arts in Studio Art, Painting Concentration

May 2018

Relevant Experience

President/Organizer, Dallas Artist Networking Group, Dallas, TX June 2018 – Present

- Invite local art agencies and artists to various mixers and events to connect and strengthen the art community in Dallas
- Organize and execute gallery hops and showcases to promote local artists and collections

Painting Instructor, TCU Summer Art Camp, Fort Worth, TX May 2016 – August 2018

- Instructed beginning to advanced AP High School students in oil painting techniques
- Prepared students to submit artwork for a gallery night at the end of the summer
- Observed marked improvements in technique, form, and creativity over the course of the summer

Teaching Assistant, Texas Christian University, Fort Worth, TX August 2015 – May 2018

- Taught advanced conceptual methodologies of contemporary painting and printmaking to advanced painting students
- Guided students to mine their personal interests for inspiration leading to more creative and compelling artwork
- Provided students with written material related to their personal interests

Group Exhibitions

Breakdown III, Fort Worth Contemporary Arts, Fort Worth, TX, April 2018

Crossed, Lillian Merrill Bridge Ceremony, Dallas, TX, February 2018

Experiencing Perspectives, Mercedes-Benz Financial Services, Fort Worth, TX, November 2017

Breakdown II, Fort Worth Contemporary Arts, Fort Worth, TX, April 2017

The Hand That Feeds Me, 999X Gallery, Dallas, TX, March 2017

Black Codes From the Unknown, The Artist Corridor, Arlington, TX, January 2017

Joy of Creation, Texas Artist Networking Group, Farmers Branch, TX, November 2016

Coffee & Painting, PeaceLoveArt, Farmers Branch, TX, August 2016

Spring Student Show, Moudy Gallery, Fort Worth, TX, April 2016

Fall Student Show, Moudy Gallery, Fort Worth, TX, November 2015

Spring Student Show, Moudy Gallery, Fort Worth, TX, April 2015

Let's Do the Hop, Visual Arts Association, Dallas, TX, February 2015

Skills

Computer: Photoshop (Advanced), InDesign (Advanced), AutoCAD (Intermediate)

Studio Materials: Canvas Stretching, Color Mixing, 3-D Printing

Languages: Fluent in French

Awards

Art Scholarship, School of Art, Texas Christian University, Fort Worth, TX, 2015

Additional Experience

Culture Intern, Dallas Morning News, Dallas, TX May 2015 – August 2015

- Researched and proofread articles

Staff Writer, TCU Daily Skiff, Texas Christian University, Fort Worth, TX January 2015 – April 2015

- Wrote weekly column reviewing artistic and cultural events happening at TCU and in Fort Worth



First Name

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2800 S. University Dr.
Fort Worth, TX 76129

EDUCATION

Texas Christian University (TCU)
Fort Worth, TX
Bachelor of Fine Arts in Graphic Design
December 2022
GPA: 3.78
Dean's List: Fall 2018-Spring 2021

CAMPUS AND COMMUNITY INVOLVEMENT

TCU Design Focus
Secretary
Fort Worth, TX
August 2018 - Present

Dallas Society of Visual Communications
Student Member
Dallas, TX
August 2018 - Present

Advertising Club of Fort Worth
Member
Fort Worth, TX
August 2018 - Present

HONORS AND AWARDS

TCU Spring Student Competition Award of Excellence April 2021
Nordan Young Graphic Design Award November 2020
TCU Honor Society of Artists and Designers Fellow August 2019- May 2021
TCU Dean's Academic Scholarship August 2018 - May 2022

EXPERIENCE

Project Connect | Fort Worth, TX
Print and Web Designer | April 2020-present
• Conceive design for company marketing materials, including logo, color scheme, and patterns
• Create a research project website for the TCU Interior Design Department

JCW Architects | Dallas, TX
Animation Designer | February 2020
• Designed and created 3D animations of building blueprints for business proposal presentations

Isphere Agency | Fort Worth, TX *Summer Design Intern* | May 2019-August 2019
• Conceived print, web, and interactive designs for 20+ clients

MMT International | Dallas, TX
Web Designer | January 2019-February 2019
• Created and designed website and manual covers for industrial machine provider
• Planned schedule to perform and launch website updates

Dallas Juniors Volleyball Club | Dallas, TX
Web Designer | August 2018-Present
• Design, create, and provide regular updates to club volleyball league's website

SKILLS

Photoshop ●●●●●
Illustrator ●●●●●
InDesign ●●●●●
Dreamweaver ●●●●○
AfterEffects ●●●●○

Final Cut Pro ●●●●○
Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook) ●●●●●
iMovie ●●●○○

Sample Dance Performance Resume

[First Name] [Last Name]

(817) 257-2222 first.last@tcu.edu

Performance Experience

In This Place; TCU; choreography by Marie Martin; Modern; role: Soloist Spring 2019
Wandering Mind; TCU; choreography by Lisa Jones; Hip Hop; role: Soloist Fall 2018
Corazon; TCU; choreography by Dr. Ellen Johnston; Ballet role: Soloist Spring 2018
Senior Showcase; TCU; choreography by SCCD seniors; Modern; role: Principal Fall 2017-Fall 2018
Temple; CMBC choreography by Gina Finch; Ballet; role: Ensemble Fall 2017-Fall 2018
Depardu; TCU; choreography by Francois Depardu; Modern; role: Soloist Fall 2017
Aladdin; CMBC; choreography by Kristen Smith; Musical Theatre; role: The Magic Genie Fall 2017
The Nutcracker; CMBC; choreography by Harry Sage; Ballet; role: Clara Summer 2017

Choreography Experience

Binary; DanceTCU Senior Showcase; Modern; 2 dancers Spring 2019
Table for Three; Diamond Team Spring Concert; Modern; 3 dancers Spring 2019
Let's Sail Away; DanceTCU Senior Showcase; Jazz; 8 dancers Fall 2018
We're Up All Night; Diamond Team Fall Concert; Hip Hop; 11 dancers Fall 2018

Teaching Experience

Associate Teacher, *Becky's Academy of Dance Excellence*, Arlington, TX Fall 2018-Present

- Teach beginning contemporary and hip hop for 35 students ages 8-14
- Select and train members of Team Excellence competition/performance company

Teaching Intern, *Ballet Concerto*, Fort Worth, TX Summer 2017

- Taught beginning ballet to 20 students ages 7-12 for studio summer camp
- Created media presentations of lessons taught by guest instructors during summer ballet workshop

Training

Texas Christian University, Fort Worth TX (Portia Smith, Emily Armstrong)
Classical Modern Ballet Concerto (CMBC), Fort Worth, TX (Diana Stevens, Jane Douglas)
Archways Dance Studio, Corpus Christi, TX (Kara Thomas)
Avant Garde Dance Academy, Corpus Christi, TX (Edward Rolls, Sharon Smith)

Workshops/Master Classes

Twyla Tharp Modern Master Classes; TCU Spring 2019
Michael Kidd Ballet Master Classes; TCU Spring 2019
Patricia McBride Master Class; Ballet Master for Dance Theatre of Harlem Spring 2019
Bob Fosse Broadway Master Class; TCU Fall 2018
Dallas Improvisation Festival; Texas Ballet Theatre Spring 2018
Francois Depardu Workshop; TCU Fall 2018

Education

Texas Christian University (TCU), Fort Worth, TX May 2021
John V. Roach Honors College GPA: 3.89
Bachelor of Fine Arts in Modern Dance
Dean's List: 8 semesters

Campus Involvement

DanceTCU, President Spring 2019-Present
Chi Tau Epsilon Dance Honors Society, Historian Fall 2017-Fall 2018
theCrew, Member Fall 2017-Fall 2018

Performance Skills

Music: Vocals – Soprano (10 years), Auxiliary Percussion (5 years) Guitar (4 years)
Athletic: Gymnastics (15 years), Stilt-walking (3 years), Juggling (2 years)
Media: Video Recording/Editing (iMovie), Social Media (Facebook, Twitter, Instagram)

First Name Last Name

first.last@tcu.edu
(817) 257-2222

EDUCATION

Bachelor of Science in Fashion Merchandising, May 2020

Minor in General Business

Texas Christian University, Fort Worth TX, GPA: 3.8

Dean's List, 8 semesters; Academic Scholarship, 4 years

Study Abroad: *Paris Fashion Institute*, Paris, France, Spring 2019

EXPERIENCE

Supply Chain Intern, May 2019 – May 2020

Fossil, Inc., Richardson, TX

- Supported the supply, inventory, and factory balancing for finished products
- Ensured the timely filling of inventory quotas through partnerships with factory and store managers
- Created itemized supply chain spreadsheet that streamlined flow through chain by 35%

Intern – Merchandising, January 2018 – May 2018

LVMH, Paris, France

- Observed market meetings led by account executives
- Performed general data management used by sales team
- Prepared recommended buy reports for market use

Accessories Intern– Product Development, May 2017 – August 2017

Liz Claiborne, New York City, NY

- Developed a packaging manual for vendors
- Created vendor allocation specifications and spreadsheets
- Observed production meetings dealing with timelines

Assistant Manager – Children's, May 2016 – May 2017

Limited Too, Fort Worth, TX

- Supervised team of 25 employees
- Facilitated methods for reaching established sales goals for team
- Fielded customer complaints and negotiated proper compensation

INDUSTRY SKILLS

Strong leadership skills; able to quickly adapt to situations; experience researching and developing a business plan for a startup venture; consumer behavior, trend analysis and marketing experience; experience with creating visual displays; buying and selling experience; computer aided design proficiency within an apparel design organization

SKILLS

Certified in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
Proficient in Adobe Creative Suite (Dreamweaver, Photoshop, Flash, InDesign)
Proficient in Kaledo Style and Kaledo Textile Design Suite (Print, Weave, Knit)
Fluent in French; Conversational in Italian

INVOLVEMENT

Fashion Group International, Inc., 2017 – 2020

Collegiate Entrepreneurship Organization, 2016 – 2020

Phi Upsilon Omicron National Honor Society, 2016 – 2020

First Name

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2800 S. University Drive, Fort Worth, TX 76129 | 817-257-2222 | first.last@tcu.edu | www.samplefolio.com

Education **TEXAS CHRISTIAN UNIVERSITY**, Fort Worth, TX
Bachelor of Science in Interior Design, May 2021
Minor: Spanish and General Business

Skills Adobe Creative Suite: Photoshop, InDesign, Illustrator
Sketch-up, AutoCAD, Inventor, Revit, Spexx
Microsoft Office: Word, PowerPoint, Excel, Publisher, Outlook
Technical Drawing and Hand Rendering

Experience *Designer*, August 2019 - Present
Paul Roma Partners, Dallas, TX

- Develop floor plans and elevations from sketches, create millwork and detail drawings for elevations
- Plan designs for spaces in public areas, aid in furniture selections for clients
- Create project presentations in InDesign, render sketches and plans in Photoshop and Illustrator, sketch floor plans and elevations by hand
- Pull fabrics from showrooms and scheme color palettes
- Contact representatives and manufacturers for samples and new product presentations

Architecture Intern, May 2019 - August 2019
IA Interior Architects, Denver, CO

- Collaborated with design team to develop design ideas and created designs for 4 projects throughout the summer
- Updated and edited existing drawings and blueprints under supervision of lead designer
- Estimated costs of manufacturing finished products
- Accompanied designers on client interviews and recorded notes for design considerations

Design Intern, July 2018 - August 2018
Johnson Smith Ltd, Interior Design, Fort Worth, TX

- Directed clients through design process by brainstorming design ideas with clients and showcasing options from showroom
- Assisted in furniture and accessory installations, fabric and furniture selections and interior and exterior material selections

Intern, June 2017 - August 2017
Morgan Barnes Associates, Inc. Interior Design, Dallas, TX

- Organized sample room and updated samples and catalogues
- Assisted in design, presentation, selection and installation of furniture and fabric

Professional Organizations **International Interior Design Association**, January 2017 - Present
American Society of Interior Designers, January 2017 - Present
TCU Interior Design Association, August 2017 - Present

[First Name] [Last Name]

2800 S. University Drive, Fort Worth, TX 76109
first.last@tcu.edu (817) 257-2222

Education

Texas Christian University (TCU), Fort Worth, TX

May 2018

Bachelor of Music Education, Vocal Concentration, with a Minor in Arts Administration

GPA: 3.89, graduated Summa cum Laude, Phi Beta Kappa

Certifications

TExES Music K-12 Certification

TExES Pedagogy and Professional Responsibilities EC-12 Certification

Music Education Experience

Student Teacher, Riverside Middle School, Fort Worth, TX

January 2018 – May 2018

- Taught Music Appreciation to 5 classes of seventh grade students
- Accompanied “Junior Varsity Concert Choir” and assisted in music selection for performances
- Graded class assignments and monitored in-class activities

Symposium Assistant, Texas Music Educators Association, Dallas, TX

March 2017

- Introduced keynote speaker of symposium and administered satisfaction survey upon conclusion
- Offered solutions to attendants’ concerns and recorded situation for supervisors

Student Director, TCU Collegium Musicum, Fort Worth, TX

August 2016 – May 2017

- Auditioned students for choir and assisted in selection of music for performances
- Organized weekly sectional rehearsals for soprano section to practice music for performances
- Conducted 2 pieces during each choir performance and practiced pieces with choir during rehearsal

Piano Instructor, Self-Employed, Fort Worth, TX

August 2014– May 2017

- Taught beginning and intermediate piano skills to children and adolescents on a private appointment basis
- Assigned homework and tracked students’ progress through monthly quizzes of material

Performance Experience

Keyboards, “Guys and Dolls” Pit Orchestra, Irving, TX

June 2018

Soloist, TCU “Night of Concertos,” Fort Worth, TX

May 2018

Pianist, TCU Symphony Orchestra, Fort Worth, TX

August 2016 – May 2018

Soprano, TCU Concert Choir, Fort Worth, TX (Soloist, 2013)

August 2015 – May 2018

Soprano, TCU Collegium Musicum, Fort Worth, TX

August 2014 – May 2018

Pianist, TCU Jazz Ensemble, Fort Worth, TX

August 2014 – May 2018

Awards

Giles-Harris Competition in Music Performance, 1st Prize, Vocalists, January 2018

Concerto Competition Winner, February 2017

Boteler Prize for Excellence in Music, March 2016

Professional and Community Memberships

Golden Key Honors Society, May 2017

Texas Music Educators Association Collegiate Member, August 2014 – May 2018

Skills

Computer: Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Photoshop, Finale Music

Language: Fluent in Spanish

[First Name] [Last Name]

Phone 817-257-2222 • Email first.last@tcu.edu
 Height: 6'0" • Weight: 200 lbs. • Hair: Black • Eyes: Brown • Vocal: Tenor

Stage Experience

OKLAHOMA!	Ali Hakim	Stolen Shakespeare Guild
SPRING AWAKENING	Melchior Gabor	Theatre TCU
PRIDE AND PREJUDICE	Charles Bingley	Stolen Shakespeare Guild
BIG: THE MUSICAL	Paul Seymour	Kids Who Care
THE GRAPES OF WRATH	Man Going Back/Floyd	Theatre TCU
THE LAST DAYS OF JUDAS ISCARIOT	Pontius Pilate	Theatre TCU
BOEING BOENIG	Robert Lambert	Theatre Arlington
SONNETS FOR AN OLD CENTURY	Geno Silva	Theatre TCU
CRAZY EIGHTS	Cliff	Theatre TCU
BRIGHTON BEACH MEMOIRS	Stanley Jerome	Onstage in Bedford
KING LEAR	Oswald	Children's Shakespeare Club
TWELVE ANGRY MEN	Juror #7	Circle Theatre
GUYS AND DOLLS	Sky Masterson	Martin High School
ANYTHING GOES	Moonface Martin	Martin High School

Technical Experience

SEZ SHE	Sound Designer	Theatre TCU
DOUBT: A PARABLE	Light Board Operator	Theatre TCU
LITTLE RED RIDING HOOD	Props Master	Theatre TCU

Performance Skills

Accents and Dialects: British (RP and Cockney), French, Irish, Scottish, Australian, German, American (New York, Oklahoma, Appalachian, Boston, Midwest)

Vocal: Rolled Rs, Vocal Percussion, Whistling, Various Sound Effects

Instrumental Music: Piano (12 yrs.), Saxophone (Alto: 10 yrs., Tenor: 6 yrs., Soprano: 4 yrs., Baritone: 4 yrs.), Ukulele (1 yr.), Various Percussion

Dance: Swing (East Coast, Lindy Hop, Charleston), Ballroom (Tango, Waltz, Cha Cha, Foxtrot, Rumba)

Miscellaneous: Improvisation, Warm-up Leading, Stage Combat, Stage Weapons (Sword, Knife, Bayonet, Pistol)

Education and Training

Texas Christian University (TCU), Fort Worth, TX May 2020

Bachelor of Fine Arts in Theatre, Acting Emphasis

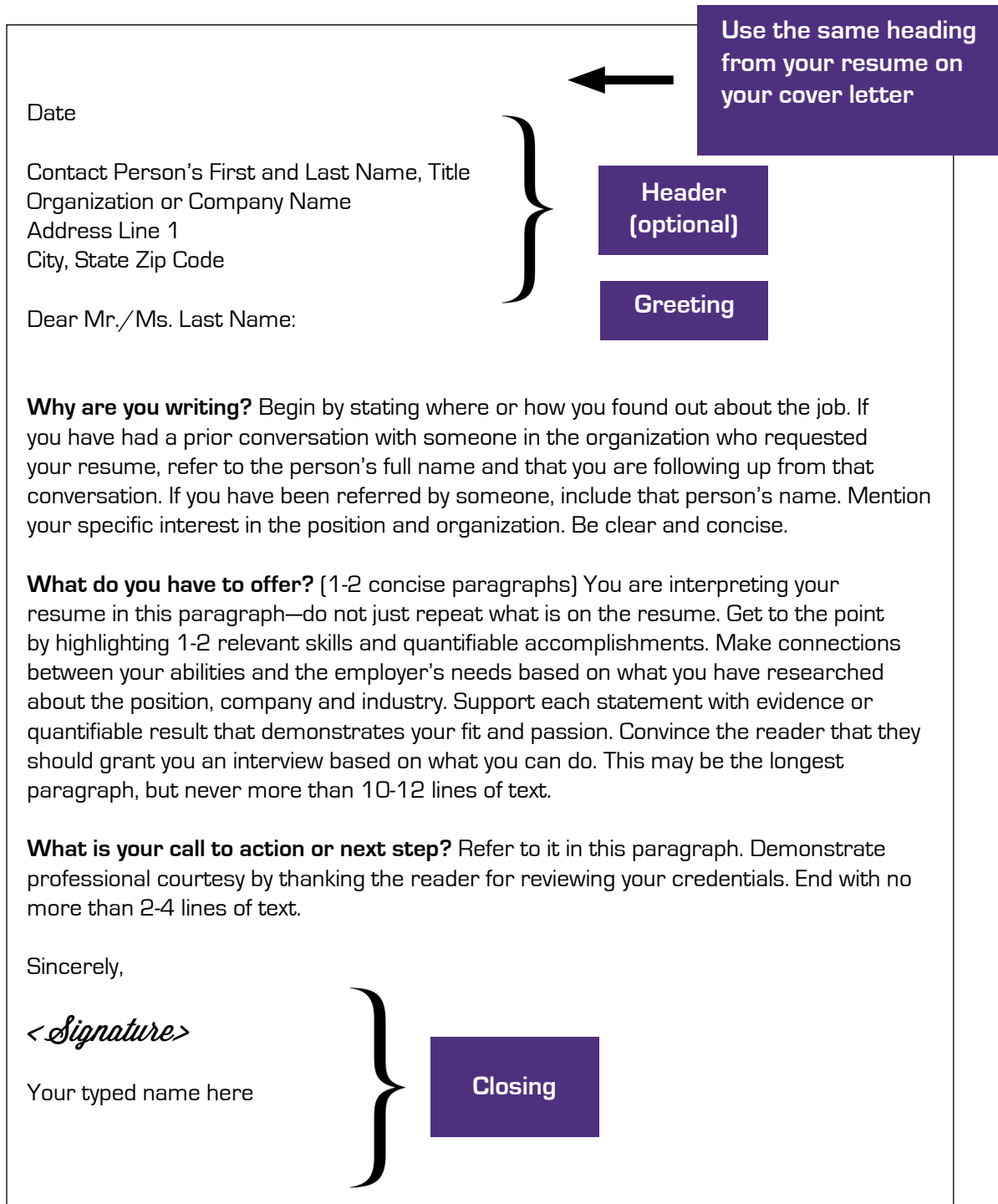
Minor: Arts Administration; Cumulative GPA: 3.95

Williamstown Theatre Festival, Williamstown, MA

July 2018

Relevant Training: Meisner Technique Workshop, Improvisation, Stage Combat Workshop, Accents and Dialects

ANATOMY OF A COVER LETTER



QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

A Matching Game

Develop Your Cover Letter Content

Job/Internship Requirements What are the employer's top needs?	You How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

Sample Reference Sheet

	FIRST NAME LAST NAME 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 first.last@tcu.edu	Use the same heading from your resume on your reference sheet
REFERENCES		List 3-5 references on your reference page
Dr. Joseph Smith <i>Professor</i> Texas Christian University 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 j.smith@tcu.edu		Include your reference's full name and title
Gabrielle Brown <i>Volunteer Coordinator</i> Meals on Wheels 2800 S. University Drive Fort Worth, TX 76110 817-257-2222 g.brown7@tcu.edu		Make sure that contact information is accurate and current
Tanya Carson <i>Supervisor</i> TCU Campus Bookstore 2800 S. University Drive Fort Worth, TX 76129 817-257-2222 tanya.carson@tcu.edu		

References are to be listed on a separate page, **NOT** as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.



STUDENT AFFAIRS

Center for Career &
Professional Development

careers.tcu.edu

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