

General Résumé Guide

Think of your résumé as a tool that highlights how your skills and experience align with the responsibilities of the role you are hoping to land. Employers use résumés to identify qualified candidates for interviews.

On average, employers look at résumés for only 6-7 seconds
& Applicant Tracking Systems review them even quicker!

This means it is crucial to make yours clear and impactful to quickly highlight your qualifications and stand out from other candidates!

*to template or
not to
template?*

Formatting:

- Use simple, easy-to-read font
- Avoid using more than two fonts
- Do NOT go smaller than 10pt font
- Use clear headings, sections, and bullet points to enhance the scannability of your résumé
- Avoid too much or too little blank space
 - *You don't want your résumé to look too empty or visually cluttered*
- Be consistent with your formatting

PROS:

- Can save time and effort initially
- Helps to keep things visually consistent

CONS:

- Difficult to modify
- You risk blending in with other applicants as many templates are overused
- Some ATS will actually reject templates

General Rules:

Résumés are unique to the individual, industry, & purpose but generally be sure to:

- List your experience in reverse chronological order
 - *i.e. your most recent experience at the top*
- Do NOT use pronouns such as "I" or "We" in your bullet points
- Do NOT include high school experience after your sophomore year of college
 - *Unless you attended a specialized high school relevant to your career field*
- Typically résumés should be one page
 - *Unless you are a mid-career professional with 10+ years of experience applying for senior roles or an individual who has highly specialized skills*

Pro Tips:

- Tailor your résumé to the job
 - *Use key words from the job description in your bullet points*
- Quantify your experiences where possible
 - *e.g. Managed performer and stage crew scheduling for 25+ rehearsals*
- Highlight your achievements, not just your responsibilities
 - *e.g. Increased ticket revenue by 33% through promotional campaigns*



your email | your phone number | your location | your LinkedIn URL and/or online portfolio

EDUCATION

Bachelor of (your degree), Ithaca College School of Music, Theatre & Dance anticipated May 2027
Ithaca, NY
GPA Optional

PROFESSIONAL EXPERIENCE

Job Title, Organization Name September 2024-present
City, State

- *Bullets should outline your various job responsibilities & achievements - see general formula below*
- Action verb + task or responsibility + context (how or why) + result/impact (quantified if possible)
- Action verb + task or responsibility + context (how or why) + result/impact (quantified if possible)

Job Title, Organization Name July 2022-August 2024
City, State

- *If an experience has ended, use past tense for your verbs and bullet descriptions*
- Action verb + task or responsibility + context (how or why) + result/impact (quantified if possible)
- Action verb + task or responsibility + context (how or why) + result/impact (quantified if possible)

Job Title, Organization Name Summers 2020-21
City, State

- *For older work experiences, use fewer bullet points, but still focus on key achievements and transferable skills. Prioritize detailing responsibilities of recent, more relevant roles!*
- Action verb + task or responsibility + context (how or why) + result/impact (quantified if possible)

Note that within the School of Music, Theatre & Dance, different majors may require specialized résumés and application materials. Please refer to the additional PDFs on the MTD Career Engagement webpage or schedule an appointment with the MTD Career Engagement Specialist.

Consider adding additional sections to your résumé, depending on your skills, experience and the position you are hoping to land. Perhaps you include an "Additional Experience" section that includes extracurricular involvements, or a "Selected Performances" section if you would like to highlight your music performance history without having an exclusively performance-based résumé.

SKILLS

Your skills section should focus on **HARD** skills, such as instruments & softwares you are proficient in, certifications you have, and languages you speak versus **SOFT** skills such as "good communicator," or "team player" - those sorts of soft skills and qualities can be expressed through a cover letter. You may choose to break down your skills section into subcategories, if appropriate. See the example below for a Sound Recording Technology student.

Audio Software: Pro Tools, Ableton Live, Logic Pro X, Adobe Audition

Audio Techniques: audio mixing, mastering, sound design, Foley recording, audio restoration

Languages: Spanish fluent, French proficient

