

# RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

## **Special Considerations**

**Length:** Keep your resume to a single page when possible. Applications may require a professional headshot on the second page (on the back of the first page).

**Style:** Relaying your experience, knowledge, and skills is key so be sure to represent your professional self by utilizing clean formatting and section headers that relay relevant information you want to showcase. It is essential to have a document that is easy to quickly scan (read).

**Unique Sections:** Your performance experience should include the shows/events in which you performed, your role(s), the location/venue, and other relevant areas of responsibility (i.e. choreography, directing, conducting, etc.). Include your experience, skills/knowledge, personal qualifiers (i.e. height, vocal range, experience with instruments, accents, etc.), and community involvement.

## **Organization & Layout**

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

## **Fonts & Style**

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

## **Sections & Information**

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content listed first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

# Name

Telephone number

Email address

## EDUCATION

*University of Wisconsin-Stevens Point (UWSP)*

Stevens Point, WI

**Bachelor of Arts - Dance**

May 2023

Minor: **Theatre**

## RELEVANT SKILLS & QUALIFICATIONS

**Dance Styles/Techniques:** Ballet (7 years), Contemporary (3 years), Tap (3 years)

**Performance Skills:** Piano (8 years), tenor vocals, yoga, ice skating, improvisation (4 years)

**Height:** 5'6"

## PERFORMANCE EXPERIENCE

May 2023	Danstage (Choreographer, Dancer)	Virtual venue (UWSP)
April 2023	<i>Solitary</i> (Choreographer, Dancer, Filmmaker)	Virtual Senior Showcase
Nov 2022	Afterimages (Dancer)	Virtual venue (UWSP)
Dec 2020	Afterimages (Dancer)	Noel Fine Arts Center
Oct 2020	The Spitfire Grill (Joe Sutter)	Noel Fine Arts Center
Aug 2020	Ghost: The Musical (Subway Ghost)	Peninsula Players
May 2020	Danstage (Choreographer, Dancer)	Virtual venue (UWSP)
Dec 2015-2020	The Nutcracker (various youth roles)	Milwaukee Ballet

## TEACHING EXPERIENCE

*Westford Area YMCA, Westford, WI*

### **Yoga Instructor**

2022-Present

- Design and teach yoga classes (vinyasa; flow) for beginner and advanced-level students
- Assist students in developing physical strength, breathing technique, and mind-body awareness

*Kanepa Dance Studio, Baraboo, WI*

### **Contemporary Dance Instructor**

2021-Present

- Teach, mentor, and evaluate 15-30 students (ages: 13-18) within intermediate-level contemporary dance classes; design choreography for summer showcase

### **General Dance Instructor**

2020-Present

- Design curriculum and teach introductory-level dance classes focusing on tap, ballet, and contemporary dance to children (ages: 4-10)
- Co-teach routines with other instructors and assist in preparing students for recitals

*St. Mark's Parish, Lakefield, MN*

### **Organist / Accompanist** (weekly youth services)

2020-Present

- Accompany musical groups such as choirs, instrumentalists, and vocalists
- Co-lead weekly youth services by playing pieces on the pipe organ and piano