35 Action Verbs to Use in Your Résumé

Create / Created
Design / Designed
Perform / Performed
Provide / Provided
Teach / Taught
Oversee / Oversaw
Organize / Organized
Play / Played
Lead / Led
Develop / Developed
Present / Presented
Garner / Garnered
Maintain / Maintained
Run / Ran
Foster / Fostered
Cultivate / Cultivated
Outline / Outlined
Assist / Assisted
Plan / Planned
Encourage / Encouraged
Recruit / Recruited
Craft / Crafted
Use / Used
Participate / Participated
Contribute / Contributed
Orchestrate / Orchestrated
Deliver / Delivered
Customize / Customized
Tailor / Tailored
Direct / Directed
Facilitate / Facilitated
Mentor / Mentored
Recruit / Recruited
Train / Trained
Evaluate / Evaluated

CAROLINE DAVIS

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EDUCATION

Bachelor of Music in Music Education and Applied Music (Voice) 2014-present
Heywood School of Music, Chicago, IL

High School Diploma 2010-2014
Magna Vista High School, Ridgeway, VA

TEACHING EXPERIENCE

Theory & Musicianship Skills Teacher Fall 2016-present
Smith Community Music School, Chicago, IL
- Teach weekly musicianship classes for 5th and 6th grade students
- Plan lessons that include rhythmic reading, movement, and improvisation

Lombard High School Spring 2018
Lombard, IL
- Coordinate with lead teacher in planning and directing high school choir
- Rehearse warm-ups every other week and conduct one piece for Spring concert

Dublin Road Middle School Fall 2017
Chicago, IL
- Supported lead teacher in weekly 7th and 8th grade choir rehearsals
- Prepared and rehearsed two pieces for Fall concert
- Accompanied choir for two pieces on Fall concert

PROFESSIONAL DEVELOPMENT

ACDA: American Choral Directors Association 2014-present
- Participate in Heywood student chapter
- Served as president of Heywood chapter, 2015-2016
- Attended national conferences in 2015, 2016, 2017

NAfME: National Association for Music Education 2014-present
- Co-facilitate events and professional development opportunities
- Attend annual NYSSMA conferences

PERFORMANCE EXPERIENCE

Collaborative Pianist 2015-present
Masters College, Chicago, IL
- Collaborate with vocal and instrumental soloists for recitals, master classes, and recordings
- Accompany musical theatre rehearsals
- Serve as alternate accompanist for women's choir

ashley danyew

Freelance Soprano Soloist 2014-present
Chicago, IL
- Perform for weddings and private events
- Present special music for church services

ADDITIONAL EXPERIENCE

Volunteer 2014-2016
Lombard Boys and Girls Club, Lombard, IL
- Mentored group of three 6th grade girls on a bi-weekly basis
- Helped 5th grade students with math homework after school

Summer Intern Summer 2011, 2012
Amadeus Chorale, Chicago, IL
- Assisted with music planning, rehearsals, and performance preparation
- Helped organize a one-day choir camp for 5th-12th grade students

HONORS AND AWARDS

Paul Richards Scholarship, Heywood School of Music 2014-present
Awarded based on musical and academic excellence during the first year of collegiate study

ACDA Undergraduate Conducting Competition (Winner) 2015
Selected from undergraduates throughout North America as an outstanding young conductor

William Warfield Scholarship, Heywood School of Music 2014-2015
Presented to an African-American student at the Heywood School of Music who demonstrates extraordinary musical and academic abilities

SKILLS AND OTHER INTERESTS

- Fluent in German
- Proficient in Adobe Photoshop and Sibelius
- Strong writing and editing skills

REFERENCES

Ms. Carol Rosen
Director of Choral Activities, Magna Vista High School
crosen@k12.magnavista.com

Dr. George Caravan
Assistant Professor of Music Education, Heywood School of Music
gcaravan@heywoodschool.edu

FIRST AND LAST NAME

Local address
Phone number | Website | Email address (no hyperlink)

EDUCATION

List your degree and area(s) of study Start year-end year
Institution, City, State abbreviation

CHURCH MUSIC EXPERIENCE

Your Title Start year-present
Organization, City, State abbreviation

- Begin each bullet with an action verb like "direct," "perform," or "facilitate"
- Use present tense verbs for things you are currently doing
- Keep lines short (remember, no periods!)

Your Title Start year-end year
Organization, City, State abbreviation

- Use past tense verbs for things you did in the past
- Think about things a future employer might want to know about this experience

TEACHING EXPERIENCE

Your Title
Organization, City, State abbreviation Start year-present

- Remember to use present tense verbs for things you are currently doing
- Make sure you include specific details about your experience

Your Title
Organization, City, State abbreviation Start year-end year

- List your experiences in reverse date order (newest items first)
- Remember to use past tense verbs for things you did in the past

ACCOMPANYING EXPERIENCE

Your Title Start year-present
Organization, City, State abbreviation

- Try to use as many different action verbs as you can–"collaborate," "accompany"
- Remember to use present tense verbs for things you are currently doing

Your Title Start year-present
City, State abbreviation

- Consider listing "Freelance _____" under this category to include any gigs or special performances you've done
- Use past tense when talking about specific things you've done in the past (e.g. Accompanied high school choir in concert at Governor's Mansion in 2015)

ADMINISTRATIVE EXPERIENCE

Your Title Start year–end year
Organization, City, State abbreviation
- Include any related work experience here: volunteer activities, tutoring, music festival administration, concert planning, etc.

PROFESSIONAL DEVELOPMENT

Acronym: Spell Out Name of Organization Start year–present
- Share your affiliation with this organization—use verbs like "participate" or "contribute"
- Make sure to include any conferences or special events you've attended (use past tense)
- Include any leadership roles you've held with the organization

Name of Organization Start year–present
- List any positions you've held and dates (use past tense where appropriate)
- Include any responsibilities you've had in the organization, sessions you've taught, and conferences or training events you've attended

HONORS AND AWARDS

Name of Competition (Your Place) Year
Brief description of the competition (optional)

Name of Scholarship, Name of School Start year–end year
Brief description of the scholarship (optional)

Name of Honor, Organization or School Year
Brief description of the award (optional)

SKILLS AND OTHER INTERESTS (opt.)

- List any language fluencies
- Include any technology skills (e.g. proficient in Adobe Photoshop or Sibelius)
- Remember those action verbs—"fluent," "proficient," "experienced"

REFERENCES

First and last name*
Title, Organization
Email address (no hyperlink)
.
First and last name*
Title, Organization
Email address (no hyperlink)
.
**Note: Please ask permission before listing someone as a reference!*

— or —

Available upon request