Resume‘ Format

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A resume‘ is a document you create to give the perspective employer a quick and accurate glimpse into your life. The total focus is to give the best you have to offer in a one page document. You need to pick the best of what you have done to represent you in the best possible light. This document is possibly the only contact you may have with a perspective employer so it needs to speak well of you!

There are several successful formats you can use to get your information across, and

before you create a document to "sell your self," you might want. to look over several formats. The format I'm Suggesting to you is one I have seen used successfully by many theater professionals. It. is not the only format around — just one that seems to work successfully for many actors and technicians who are wishing to transition from High School to College.

Realize that the resume’ is only part of the process, it will open the door for you to be interviewed, you will need to be able to prove what you say in your resume‘ in an interview. Normally an actor will be showing audition scenes, and a technician will interview with her / his portfolio — the resume's job is to give them a permanent reminder to help spark interest and help sell you!

Actors please note - professional resumes require an 8 X10 glossy photo of yourself

on the back, as an auditoner will need to see your face to remember your audition!

This is changing because technology (scanning in photographs) is allowing us to get "copy ready" scans for professional printing using no photographs.

There are usually four major headings or sections used to construct a Resume'. The

Header, the Qualifications, the Body, and the References section.

The leader contains all of the personal information you will need to get the vital statistics across to across to a perspective employer / scholarship committee. The header needs to be clean. to the point, and state clearly your goals.

For actors this is the area you put your height, weight, age, eye color, natural hair, color, your current address and phone number, and amid other personal information requested for the audition (see examples). Do no put your social security number on your resume‘ — unless you want to have it stolen!

The header should also include a job objective if you are auditioning for a specific role / company. Leave off the job objective for "cattle call" auditions unless you are auditioning for a specific goal such as - "Joe Fitch Scholarship at MSU, 2016, or

Mater Electrician - Utah Shakespere festival."

The Qualifications section contains any and all knowledge or training, which you have in the field, you are auditioning for. All professional training and professional workshops should be listed here. List all professional association memberships that apply to your field here. Give any work experience which you feel will give you the edge over the competition (see examples). Don't be afraid to show "non theatrical jobs that have given you valuable training!

The Body is the section, which gives actual design projects, jobs, or roles you have

played. Be sure you give the name of the employer or producer, name of the show, name of the part, position you filled, and what the date of performance was (at least

in skeletal form). Put the experience from the most recent first, and then go back as far as you feel you need to go. Remember put the best of what you need done on paper (see examples)!

The References section is where you list the people you know will give you a good recommendation. Don't put the name, address and phone number of the person you embarrassed in front of 12,000 people or you are setting yourself up for a. pay back! List references by name, title (where appropriate), company, and by a current address and phone number. Be sure you have asked the references you are listing whether or not you may use them as a reference (see examples). Always be sure to ask your references permission to use their name before you put them on your resume‘, then ask part two of the questions. I always tell students to ask potential references point blank whether they will give a good recommendation or not. Better to be "in the know," and to find a good reference than to catch a "surprise" bad mark from a reference.

Once again you need to put your best foot forward in this document, spend time on it, and make it say what you want it to say!