

# SAMPLE ACTING RESUME

## Joe Performer

(212) 555-1212

joeperformer@gmail.com

AFTRA, SAG

Hair: Blond

Eyes: Blue

Weight: 190

Height: 6' 2"

Vocal: Tenor

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### Theatre

Play Title	Role	Theatre, Director
Play Title	Role	Theatre, Director
Play Title	Role	Theatre, Director

### Film/TV

Project Title	Type of Role	Studio/Director/Production Company
Project Title	Type of Role	Studio/Director/Production Company
Project Title	Type of Role	Studio/Director/Production Company

### Commercials

Project Title	Local/Regional/National
Project Title	Local/Regional/National
Project Title	Local/Regional/National

### Special Skills

Juggling, Dialects: Standard British, Irish, Tap dancing, Kazoo

### Training

BA, Performance Theatre, High Point University  
Voice, Instructor's name  
Dance, Instructor's name

HIGH POINT UNIVERSITY  
Department of Theatre

# SAMPLE DESIGN/TECH RESUME

**Jane Carpenter**

(212) 555-1212

janecarpenter@gmail.com

Position Title

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## Experience

**Name of Theatre, City State**

**Year**

Job Title            Show Title

Supervisor

**Name of Theatre, City State**

**Year**

Job Title            Show Title

Supervisor

**Name of Theatre, City State**

**Year**

Job Title            Show Title

Supervisor

**Name of Theatre, City State**

**Year**

Job Title            Show Title

Supervisor

## Education

BA, Technical Theatre, High Point University, High Point, NC (May 2013)

## Related Skills

Ability to read music; languages; model making; sewing; specialty certifications (welding).

## References

Name                    Title                    Phone                    Email

Name                    Title                    Phone                    Email

Name                    Title                    Phone                    Email

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# DESIGN/TECH RESUME GUIDELINES

## *General*

- Your resume should be contained on one page;
- Use only a simple, basic, and standard font so that your resume is easy to read;
- Arrange the information on your resume in a clear, concise, and organized manner;
- If you list professional experience but do not provide a reference from the theatre, this will be perceived as a red flag to a potential employer. If you cannot provide a reference from this theatre, consider not listing the experience;
- Save and send only a pdf copy of your resume.

## *Heading*

- Along with your name, the heading should include your phone number and email;
- Do not include your home address on your resume;
- Your voicemail message must be clear and professional;
- Make sure your voicemail is not full;
- Your email address should be simple and professional; otherwise, it may be caught in a spam filter.

## *Position Title*

- The position title is used to identify yourself and the job you seek.

## *Experience*

- List all professional experience first and then educational experience;
- Arrange all information in chronological order, beginning with your most recent work first;
- Make sure all information is spelled correctly;
- Include the direct supervisor you worked with for each position you list;
- You may list the director and/or designer of the production you worked on if you worked directly with them;
- If you did not have the best experience working with your direct supervisor, you may list another supervisor you worked with instead;
- Remove all high school experience by the end of your sophomore year.

## *Additional Skills*

- Include only experience that is related to the job you are applying for;
- List all computer skills:
  - Software: Microsoft Office Suite; AutoCAD 12 2D and/or 3D; VectorWorks; LightWright 5 (Basic); current Adobe Creative Suite PS and/or AL; Google SketchUp; Q-Lab; and Audacity.
  - Console: ETC Ion; Jands Vista V1 and V2; Analog Audio; Digital Audio (Yamaha PM5D); and Strand Innovator.
- You may also include the level of expertise you have with each experience: Beginner, Intermediate, Advanced
- Be prepared for the interviewer to quiz you to see if you are at the level of expertise you claim on your resume.

## *References*

- Make sure you have acquired permission from individuals before you list them as references;
  - Notify your references prior to applying for a job so they will be prepared to talk about you and your work when called upon to do so;
  - Make sure all information is accurate and spelled correctly.

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# DESIGN/TECH

## DIGITAL PORTFOLIO GUIDELINES

- Document your work by taking pictures and making notes about the project you are documenting (show title, designers, supervisor, your job responsibility on project, date, etc.). If you wish to take advantage of professional images taken of a show, make sure you have the rights to include them in your portfolio;
- If your pictures include Equity actors, you will need to give them credit along with the designers;
- Update your portfolio often, particularly after each show;
- There are a variety of websites that provide portfolio creators that are easy to navigate. Try a few of them out to see which is the best fit for you;
- View your portfolio on various devices (Mac, PC, iPad, eReader, etc.) and through various browsers (Explorer, Firefox, Safari, etc.) to see if it appears as you intended for it to;
- Select a layout that is clean, organized, and easy to navigate. You will lose your audience quickly if they have to look too long for information;
- Keep your portfolio professional. You may provide some aspects that reveal your personality to set yourself apart, but remember that this is a tool to aid in obtaining a job;
- Keep all information, images, sound/movie clips, and pages related to the job you seek.

### *Costume Design*

- Color costume renderings
- Production images
- Research and sketches for a production to demonstrate design process
- Brief statement of concept for each show
- Designer paperwork (character chart, plot, etc.)

### *Costume Technician*

- Production images
- Images of work in process
- Images of the inside of costume pieces created
- Examples of pattern drafting

### *Scene Designer*

- Images of models and/or color renderings
- Research and developmental sketches
- Drafting examples
- Painters elevations
- Production images
- Photos of work in process
- Brief statement of concept for each show

### *Lighting Designer*

- Storyboards and lighting studies
- Visual research
- Brief statement of concept for each show
- Light plots
- Full set of paperwork
- Production images

### *Technical Director*

- Production images and copies of designer's model and/or rendering
- Drafting examples
- Budget paperwork
- Organizational paperwork (crew schedules, building schedules, etc.)
- Show specific technical challenges and how you solved them

### *Technicians*

- Production images (clearly noting your contributions to the production)
- Images of projects completed (in process and finished)
- Examples of sketches, paperwork, and/or drafting to demonstrate the scope of one or more projects

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