

RESUME ASSIGNMENT

(50 points)

REQUIREMENTS

- Your resume **must** be **typed**.
- See the requirements below and the sample resumes on the theatre website.
- Include a picture or attach an 8x10 head shot to your resume.

REQUIREMENTS

A resume can be used for auditions outside our school, job and college applications, and scholarships. Even though you may not have a lot of experience, you have to start somewhere. It is important your resume is accurate, honest, clear and easy to read.

- List your name, address, phone numbers, email address, age, height, weight.
- All information should fit on one side of an 8 x 11 sheet of paper.
- List any special talents (*juggling, singing, dancing, tumbling, sports, accents, horseback riding, magic tricks, skateboarding, technical skills, fencing, etc.*).
- List schools you have attended.
- List classes/teachers are relevant to your area of interest.
- List theatres in which you have worked.
- List acting roles.
- List technical crews.
- List work history (jobs and community service)

ADVICE

- Your NAME is the most important item you will put on your resume! Make this big, legible and eye catching.
- Put your major accomplishments first. Directors only glance at resumes and start reading from the top.
- Fill up all blank space. Large areas of nothing implies lack of experience.
- Use columns to list previous roles. The left column is the usually for the show title. The middle column is for the role. The right column is the production information (*i.e. Theatre or Director*).
- Be specific about your special skills.
- Separate your theatre, musical theatre, film, television, and commercial roles.

GRADING

- Resume must be turned in on time.
- Spelling and grammar are important for a resume.
 - All play/film titles should be italicized.
- Your resume should be neatly formatted and easy to read.
 - Space the information side-to-side as well as top-to-bottom.
- All necessary information must be included on your resume.
- The entire page should be filled leaving no blank space.