

When putting together a resume, bear in mind that it is most likely that the person reviewing it will be looking at many other resumes at the same time. The resume should be laid out in a simple, easy-to-read format and be limited to one page. Unlike most business resumes, acting credits should be listed according to significance, not date. It is not necessary to include descriptions of projects or characters or dates of performances. For security reasons, do NOT include a social security number.

Sample Resume:

PERFORMER'S NAME
Union Affiliation (if any)

Contact Information:
*Parent's Name and Phone Number or
Agent/Manager Name & Phone Number*

Height:
Weight:
Hair Color:
Eye Color:
Date of Birth:
Vocal Range: *(if a singer)*

In the following categories list:

(Name of Production) *(Role Played)* *(Production Company Name)*

THEATRE

FILM

TELEVISION

COMMERCIALS

PRINTWORK

RADIO/RECORDING

TRAINING *(Dance, voice, acting)*

List name of school or teacher, type of training, length of study.

AWARDS

List name and type of award, year awarded.

SPECIAL SKILLS

List athletics, languages & dialects, musical instruments, etc.
