**Instructions for Creating Your Acting Resume**

* This document has been formatted to match norms and expectations of a professional theatre resume. It should be 1 page only with 1” margins on all sides. **Please do not adjust these formatting guidelines!** All the text boxes have been formatted in a general font that is pleasing, professional, and easy to read (Times New Roman). You MAY change fonts but be sure to choose something equivalent. ABSOLUTELY NO COMIC SANS! 😊
* In order to create your own resume, highlight the text you want to change and add in your own content.
* Copy and paste a small photo of yourself in the box at the top right. This is in place of your headshot! It does not need to be a professional photo, but SHOULD be a clear, in focus picture of your entire face. It should **NOT** include other people, be a full body shot, or be zoomed into just one part of your face.
* The experience section is set up as a table. You can change the first box (“Title of Play”) and then just tab to the next box. If you need more rows, simply hit tab at the end of the last row. If you would like to delete rows, simply highlight and delete row. **DELETE ANY UN-USED ROWS OR COMMENTS AS WELL AS ALL INSTRUCTIONS IN RED INK!**
* **If you do not have experience in a certain area, simply delete it!** Don’t put things like “none”.
* Under training & special skills be sure to add things that show off the uniqueness of you! Don’t sell yourself short! You never know what we might be looking for!
* When you’re finished creating your resume, please print or save the **SECOND PAGE ONLY**. If saving, please make it a PDF if possible or a Word document using the following file name format using your first initial and last name, a dash, and the title ActorResume. (for example: “SLindsay-ActorResume”) and email to Mrs. Lindsay at [Shannon.Lindsay@cobbk12.org](mailto:Shannon.Lindsay@cobbk12.org) with the subject line “AD – LastName Resume”
* If you have questions on how to complete your resume, feel free to reach out to Mrs. Lindsay at Shannon.lindsay@cobbk12.org.

**First and Last Name**

**Attributes:** Height: x’y” Eyes: Green Hair: Brown

**Vocal Range:** Actual notes if you know or Soprano/Alto/Tenor/Bass

**Cell phone number**

**Email address**

Copy and Paste a thumbnail size photo of your full face that LOOKS LIKE YOU! NO FULL HEADSHOT NEEDED!!!

|  |  |  |
| --- | --- | --- |
| **Theatre** | | |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
| *Title of Play* | Role you played | Theatre/Company |
|  |  |  |

\*\* ***TAB FOR ADDITIONAL ROWS!! DELETE ANY UN-USED ROWS & COMMENTS! \*\****

|  |  |  |
| --- | --- | --- |
| **Film/Television** | | |
| *Title of Film/Show* | Role you played | Production Company |
| *Title of Film/Show* | Role you played | Production Company |
|  |  |  |

\*\* ***TAB FOR ADDITIONAL ROWS!! DELETE ANY UN-USED ROWS & COMMENTS! IF YOU DON’T HAVE ANY FILM/TELEVISION EXPERIENCE, SIMPLY DELETE!\*\****

|  |  |
| --- | --- |
| **Training** |  |
| Acting | Teacher, how many years (ex. 2 years, NOT 2019, 2020) |
| Voice | Teacher, how many years (ex. 2 years, NOT 2019, 2020) |
| Dance | Teacher, how many years (ex. 2 years, NOT 2019, 2020) |
| Other\* | \*change the title to whatever you want to add and then add Teacher and how many years. Things to consider: Gymnastics, Martial Arts, Speech, Improv, etc. |

\*\* ***TAB FOR ADDITIONAL ROWS!! DELETE ANY UN-USED ROWS & COMMENTS! \*\****

|  |
| --- |
| **Special Skills** |
| *Brief description of unique skills such as juggling, accents, painting, horseback riding, sports, driver’s license, etc. Use this area to make yourself stand out!* |