

RESUME Instruction Form

Resumes are the best way to represent yourself when you cannot be there. Follow this format and look at the resume examples online to create a professional one-page theatre resume.

1. ALWAYS make sure your name is centered at the top of the page in LARGE easy-to-read type.
2. Make sure your contact information is correct and available under your name: phone/cell number; email address are required
3. Make sure your personal statistics are correct: height; weight; eye and hair color; date-of-birth, etc.
4. Make sure your education is clear and correct: High school; coaches and teachers; GPA and ACT Scores; classes/courses that display any specific acting training (ie. Meisner, Suzuki, Uta Hagen, etc.)

*Numbers 2-4 above can be formatted on your resume in smaller print. Your experience (number 5 below) should be larger and VERY EASY TO READ. It is best to put your experiences in columns. ALWAYS start with your **most recent** experience first. Remember that you do not need to list absolutely every role you've ever played. List the roles that are best work.*

5. List your theatre experience:
 - a. State the year in the first column
 - b. State the title of the play in the second column
 - c. State the character you played in the third column
 - d. State the director in the fourth column
 - e. State where you performed in the fifth column. Example:

2010	<i>The Rainmaker</i>	Lizzy	D. Director	Theatrestage
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6. *If you still have room on your resume, add special talents, awards, positions etc.*
7. The MOST important information is your experience. Don't get too self-indulgent by adding so much information it takes effort to read. Make your resume as clean, clear and as easy to read as possible.
8. Your head shot picture should be professional and *printed* on the back of your typed resume. DO NOT STAPLE, TAPE OR GLUE your headshot to the back. Each resume should be ONE PAGE. Make sure your resumes are 3-hole punched on the left side of the resume.