

Theatre Virtual Learning Acting III & Acting IV Audition Workshop





Advanced Acting Auditions Lesson: [April 27]

Objective/Learning Target: The student will learn how to write a good resume.

Bell Ringer/Let's Get Started

• What do you think would be important for an actor to include on their resume?

A Resume: What is it?



- A letter of introduction that you write on behalf of yourself to a prospective employer.
- It allows the employer to find information about you, quickly.
- It includes your past experience and skills that the employer might want you to have.
- A one page document that does not use complete sentences or personal pronouns.

The Resume: What goes on it?

- A theatrical resume includes the show and what your role was in it, whether it is technical or performance.
 - If you happened to work with someone of note, name-dropping is not a bad idea. The saying "all in who you know" is very true, especially when it comes to theatre.
- A formal resume includes
 - Education
 - Related work experience
 - Unrelated work experience
- Any resume can include
 - \circ Hobbies
 - Special skills
 - Awards, honors, & memberships
- You want things that show you are a bright, active, and successful person.



"On the bottom of my résumé, you'll find a coupon for 50¢ off my first paycheck."

The Resume: Objective Statement

- Harvard Business School recommends an accurate statement of your goals be the first item in your resume.
- Be sure to alter your statement of goals each time you use your resume.
- It should identify why you are applying for this job and the skills that make you qualified for it.



Common Resume Types

John A. Doe M3 New System Jan See System Jan See System CAREER OBJECTIVE EMPLOYMENT HISTORY	=	John A. Doe P3 196 Store, Andrew M 1939 P3 196 Store, Andrew M 1939 Pander Granican CAREER OBJECTIVE CORE QUALIFICATIONS CORE QUALIFICATIONS	
Employment History Senior Process Engineer, September 2016 - Present, Zezee Corp. Ann Arbor, Mic Process Engineer: Technical Support, September 2012 - September 2016, Zezee Technical Professional, September 2010 - September 2012, City of the Stars, Mi	Corp. Ann Arbor, Mich.	EXPERIENCE AND SKILLS Experience and Skills Skilled in Overranent Guideline - Outlity Control - Urban Planning - Environmental Impact - Mill Research - Ooclogy/Worklogy - Site Evaluations - Computer Software Tools - Scientific Gran	
CORE QUALIFICATIONS	Av m P P C C C M M	In individual of Using (1) (1) (1) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	and the ijor book

Chronological

- -Lists most recent position first
- -Preferred by employers
- -Most common resume type

the balance

Functional

- -Focuses on skills and experience
- -Often used by people who are changing careers or who have gaps in their employment history

John A. Doe **Core Qualifications** 935 Main Street, Ann Arbor, Background managing direct transporation planning and program (123) 555-1234 Adept at managing programs and people johndos Memail.co Able to anticipate and project organizational change Background as administrator of office operations ORE QUALIFICATIONS EMPLOYMENT HISTORY **Employment History** Senior Process Engineer, September 2016 - Present, Zezee Corp. Ann Arbor, Mich. er: Technical Support, September 2012 - September 2016, Zezee Corp. Ann Arbor, Mich ical Professional Sentember 2010 - Sentember 2012 Oily of the Stars Mich

Combination

- -Mix of chronological resume and a functional resume
- -Highlights relevant skills while providing chronological work history
- -Emphasizes what makes you the best fit for the job, while still giving the employer desired information

The Resume: Rules for putting it together (information)

- Your name, address email and phone numbers are essential. They need to be large and easily seen.
- Things that can be included depending on what you have in your history and what the focus of the job is:
 - Education
 - Experience (related and unrelated)
 - Leadership experience
 - Activities
 - Skills
 - Hobbies & Volunteer work
 - Awards
- List dates of all activities and events mentioned on the resume.
- Race, religion, national origin and age are not included in the resume.
- References may be listed or the statement "References and transcript available upon request" can be acceptable, depending on the job. A new trend is to just let employers ask for references. Know your audience and what they want.



"An 'ability to smell fear' is a quality I've never seen listed on a resume before."

The Resume: Rules for putting it together (layout)

- Personal information goes at the top.
- Always list the most recent first then go back in time in reverse order.
- Negative space is required for easy reading.
- Use bold print or underlining to make reading easier.
- Use of columns, headings, lists...anything to help ease the reading and make it look clean.
- Everything must fit on one page.
- Do not use complete sentences or first person pronouns.
- NEVER HAVE ANY TYPOS!



"No luck - my résumé had three typos."



The Resume: Do not lie

- No matter what job you are using a resume for, do not lie.
- In the theatre world, "everyone knows everyone" is truer than you would think.
- They will find out if you lie and damage your credibility for any job.
- Outside of the theatre world, employers make calls. They will find out.
- Put your best real self on the resume.



The following slides include sample resumes and tips.

Trends change and some are much older than others. Some are better than others.They are shown to give you an idea of different methods of formatting depending upon the information you need to convey.

Sample resume of a theatre student teacher who is about to graduate from college. She did both technical and acting work.



	Me		
School Address: Box 605, Graceland College		Permanent Addre	255:
Lamoni, IA 50140		Brancon, 10 0	1616
(515) 784-6788		(412) 334-6268	5010
EDUCATION:			ROOM PROVIDE SCHOOL
Graceland College, B.A. May, 1994.			
i neatre.			
Secondary Education. Theatre and Speech Coramunicat	ions Certified		
G.P.A.: 3.61 (4.0 scale).	ions continod.		
RELATED EXPERIENCE.			
Stage Management:			
Stage Manager Coordinator	Student Directed One-Act F	Plays	1993 1993
Stage Manager Stage Manager	Baby Holy Ghosts		1991
Stage Manager	Machinal		1990
Directing:	100 M		1000
Director	Newscenter ERMA		1993
Lighting: Board Operator	Thresholas		1992
Board Operator	Spokesong		1993
Board Operator	One-Act Plays		1993
Production:	Reckless		1993
Props Scene Shop Assistant	Supervision of Stagecrafts	Scenery Labs	199.
Andre Carrier and Andreas	Set and Lighting Crew for		
	Sponsored Production Load-In Crew for touring		
	College	Shows visiting	91-
Faculty Assistant	Technical Theatre		91-
Acting:			
Sweet Pea Meadowbrock Margo Clemmons	Death By Chocolate Greenmeat Special		199
Understudy/Wife	Good Person of Szechwa	n	199 199
Leonie	Dirty Works at the Crossr		199
Callie Puck		On The Edge	
Daughter	A Midsummer Night's Dream 120		199 199
Clelia	The Nerd		19
Other:			
Spotlight Operation, Typing, Ma Aide and C.P.R. Certified, 10 ye	ake-up, Basic Carpentry, Secr ears Playing Clarinet, Some I	retarial Skills, Fi	rst
REFERENCES:	, , , , , , , , , , , , , , , , , , , ,		
Dr. Gary Heisserer	Dr. Tom Hart	Mair	
Fine Arts-Theatre	Fine Arts-Music	Mark Parr	Dtt
700 College Ave. Graceland College	700 College Ave. Graceland College	Fine Arts- 700 Colle	I neatr
	UndCeland College	Control	50 AVe
Lamoni, IA 50140	Lamoni, IA 50140	Graceland Lamoni, I	Colle



KEEP IT BRIEF AND CONCISE

Typically, employers spend an average of 5 seconds. sizing up a resume. If they can't get the overall picture, they move on. Employers like to see no more than a one page resume for folks in college or recently out of college. Some won't look at more than one page.

TAKE THE "I" OUT OF RESUME!

Use language that does not include personal pronouns. Don't say 'l assisted staff with creation of a database' instead just go right for that veb-'Assisted with the creation of a database'

DESCRIBE, DESCRIBE, DESCRIBE!

WHAT TO INCLUDE DEPENDS ON YOU!

Sections that you might include can be Objective, Education, Experience, Skills (incl. Computer) Activities, Honors, Awards, Volunteer Work. Include what is relevant to you!

Using powerful action verbs like Established, Cathered, Instructed, Resolved, Negotiated, Interacted, etc. really help describe what someone has done in a position. Using words like "worked" and "helped" don't quite have the effect that the other ones do. Space on a resume is a precious commodity, so let those Action Verbs do their thing!

NO TWO RESUMES ARE ALIKE!

There is no one 'right way' to write a resume. Since you are unique, so is your resume. Make sure that you create your resume for you and your special blend of education, skills, and experience.

JUST SAY NO TO TEMPLATES

Ulriting a resume on a template is easy. However, people who look at resumes (recruiters, employers, etc) know what they look like. Sending in a template resume can give someone an impression that you did the 'bare minimum' and take shortcuts. That's certainly not an impression you want to give to someone whom you want to contact you for an interview!

USE NUMERIC INFORMATION WHERE YOU CAN

Employers like to see 'proof' of what you've done and numeric information makes it seem more real to them. You could write that you supervised staff, but it's better to indicate that you supervised a staff of 10-15 people. You can give approximations and ranges. This is especially important if you are talking about money- if you raised money for a charity.

go ahead and let an employer know you raised "over \$500" or "\$500+".

duq.edu/career-services/students/job-search/resumes.cfm

DUQUESNE UNIVERSITY CAREER SERVICES | DUQ.EDU / CAREER-SERVICES | (412) 396-6644

Sample resume of a college student doing only technical theatre work





EDUCATION:

Currently seeking a Bachelor of Fine Arts in Theater with an emphasis in lighting and sound design at Southwest Missouri State University (SMSU). Anticipated graduation: Fall 2005

EXPERIENCE:

Personals - Master Electrician (current)	SMSU Mainstage	2004
One Acts(Directing 2) – Lighting Designer	SMSU Mainstage	2003
West Side Story - Assistant Sound Designer	SMSU Mainstage	2003
The Enchanted Child - Lighting Designer	SMSU Music Department	2003
Transformations In Time – Lighting Designer	SMSU Mainstage	2003
Ti Jean – Master Electrician	SMSU Mainstage	2003
Hedda Gabler – Sound Assistant	Independence City Theater	2003
A Toby Show – Sound Designer	SMSU Mainstage	2002
Oklahoma! – Assistant Stage Manager	Juanita K. Hammons Hall	2002
The Adventures of Tom Sawyer – Assistant Stage Manager	SMSU Mainstage	2001
Lost and Found an Evening of One Acts – Stage Manager	West Port Coffee House	2001

RELATED EXPERIENCES/AWARDS:

elay For Life Captain	SMSU	2004-
dependence Community Theater Designer	Independence, MO	2003-
tagehand at Communities of Christ	Independence, MO	1999-Pr
resident of Liahona Campus Ministry (RLDS)	SMSU	2002-

RELATED SKILLS:

R

Ind

Sta

Pr

Lighting – Can run light board, record cues, and do hanging, focusing, and patching. Sound – Can run Sound Board, use mini disk and CD player to make and record cues, and place speakers. Stage Management – Can call cues, record blocking, update prompt scripts and props list, and can pace.

Additional skills – Experience with wireless video camera, editing for the camera, hand drafting, Vegas Video 4.0, Vector Works, Auto CADD, Acid Pro 4.0, Sound Forge, and Cool Edit Pro. I can also solder and edit wires.

REFERENCES:

Market Professor: Lighting and Sound SMSU 901 S. National Ave. Springfield, MO 65807 (417) 836-6824

Beb Hawon

Electronic Media Staff Communities of Christ Auditorium and Temple 1001 W. Walnut Independence, MO 64050 833-1000 ext.2436

Kimberry Harris

Theater Teacher William Chrisman High School 1223 N. Noland Rd. Independence, MO 64050 (816) 521-2720

-2005

-2004

esent

2-2003

Sample resume of a first year college student for a non-theatrical job. This person just graduated from high school, so the experiences may be more like yours.

Tips for Writing a High School Resume

Emphasize your education

Include volunteer and extracurricular experience

Emphasize leadership experience

Include a "skills" section that features soft skills, language abilities, and computer skills

Permanent Address:

Education: Missouri Western State University 4525 Downs Drive St. Joseph, MO 64507 (816)271-4200 Current Business Major

William Chrisman High School 1223 N. Noland Road Independence, MO 64050 816-521-5355 2013 Graduate

Name

Activities:

Dance Team for Missouri Western State University--Current Dance Team for William Chrisman --Freshman through Senior year Theatre -- Freshman through Senior year Yearbook--- Freshman through Senior year Football Manager--- Sophomore through Senior year Member of ENUF Stop Bullying Performance Troupe---Sophomore through Senior year Dance Team choreographer and instructor--Sophomore through Senior year

Leadership:

Yearbook Editor-in-chief (2012-13) William Chrisman High School Beartracker Dance Team Co-Captain (2012-13) William Chrisman International Thespian Society Vice-president (2012-13) William Chrisman International Thespian Society Historian (2010-11 & 2011-12)

Honors and Awards:

Rotary Student of the Month—April 2013 National Honor Society –May 2012 McCoy Medal for Academic Achievement—November 2011 (Top 50 students in the Junior class) International Thespian Society—May 2010

Other Activities

Attended Mel-Roes School of Dance 2001-12 Demonstrated for Dance and Tumbling 2009-10 Babysitting 2007-13 Taught Sunday school class 2009-11

References:

Mrs. Diana Kuiper (Teacher) 1223 N. Noland Road Independence, MO 64057 Phone #

Mr. Jason Stacy (Teacher) 1223 N. Noland Road Independence, MO 64057 Phone # ____



Sample of a college grad who plans to teach high school.

The high school activities are included, since that could be a supervisory or coaching position the teacher could



KIMBERLY LYNN HAYES 9333 Bales #4108 Kansas City, Mo 64132 (816) 761-4278

OBJECTIVE

To obtain a job teaching in one or more of my areas of certification, theatre, speech, debate, or English. I would like to not just impart knowledge to the students, but also to make a difference to some of them.

EDUCATION

University of Missouri-Kansas City - Bachelor of Arts in Theatre and Speech Education and English Certification, 1990. Chillicothe, Missouri High School - High School Diploma, 1985.

TEACHING EXPERIENCE

Grandview, Mo. High School - Student Teaching, 1990. Kansas City Middle School of the Arts - Practicum Teaching, 1989. Center High School - Practicum Teaching, 1989. University of Missouri-Kansas City under Susan Dinges - Creative Dramatics 1988-89. Chillicothe Vocational-Technical School - Gymnastics Classes, 1985.

UMKC/Mo. Repertory Theatre

WORK EXPERIENCE Costume Shop for

Central Ticket Office Kansas City, Mo. 1985-89 Salesperson (work-study) * Organization * Public Relations * Computer Data Entry

* Secretarial Duties

Summer 1988 Work-study * Costume Construction * Computer Data Entry * Organization

Kansas City, Mo.

Colden Corral Chillicothe, Mo. 1984-86 Waitress * Decision-making * Public Relations * Organization

EXTRA-CURRICULAR ACTIVITIES

Cheerleading: Cheered on junior high and high school squad 5 years. Drama: Participated in high school and college theatre productions 7 years. Gymnastics: Taught or assisted teaching 3 seasons. Tennis: Played on high school team 4 years. Track: Participated in Junior Olympics 10 years.

HONORS AND MEMBERSHIPS

Community Children's Theatre Scholarship Dean's Honor List Loma Vista Baptist Church National Council for the Teachers of English

REFERENCES AND TRANSCRIPT AVAILABLE UPON REQUEST.

Reflection

- A resume will give prospective employers the ability to see who you are in a quick fashion.
- Use the resume to put your best self forward, but honestly.
- Make it organized, clear, easy to read and informational.
- The way you organize should depend upon how much information you have in any given category. Templates found on line should only be a guide, but you must tailor the resume to your own circumstances.
- Trends in resume-making change. Stay up to date.

RESUME DON'TS



1ST, 2ND, OR 3RD PERSON

HOW ABOUT "NO Person". A resume Should Never Have Any Pronouns within its Text.



NEGATIVE WORDS

THIS SHOULD GO WITHOUT Saying. Listing Your Limitations Will Disqualify You From Any Position in the Job Market.



UNEMPLOYMENT

DON'T GIVE ANY Impression that you Were Unemployed for Any Period of time.



"REFERENCES Available upon Request"

EMPLOYERS WILL ASK For references if they Need them.



TOO MUCH INFO Including any sensitive personal information is an instant disqualification.

Assignment



Create your own personal resume. Follow all of the rules and guidelines. If you plan to pursue a theatrical career, focus on the theatre. If a regular resume will benefit you more, make it a

personal resume for a standard position.