



# Theatre Virtual Learning

**Acting III & Acting IV  
Audition Workshop**

**Date: April 27, 2020**



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
  - 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



## Chronological

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



## Functional

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



## 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.

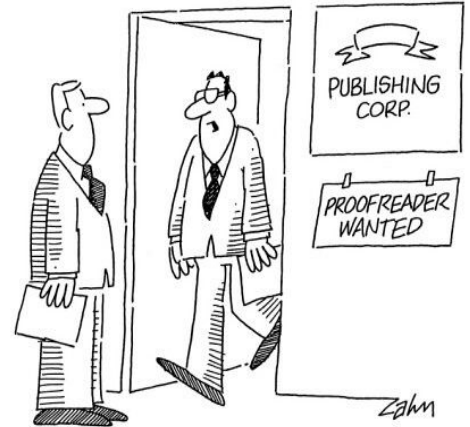


"An 'ability to smell fear' is a quality I've never seen listed on a resume before."



# The Resume: Rules for putting it together (layout)

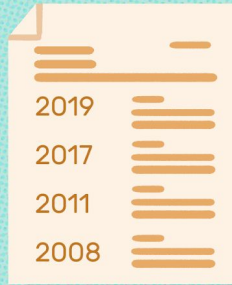
- Personal information goes at the top.
- Always list the most recent first then go back in time in reverse order.
- Negative space is required for easy reading.
- Use bold print or underlining to make reading easier.
- Use of columns, headings, lists...anything to help ease the reading and make it look 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."

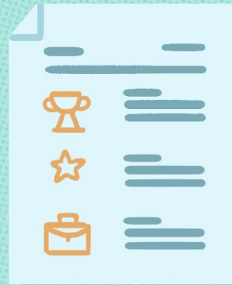
# Choose the Best Resume for You

## Chronological



Lists previous jobs in order

## Functional



Focuses on skills & experience

## Targeted



Tailored to specific job

## Mini



Brief & to the point

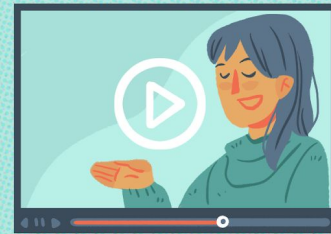
## Combination

Blends chronological & functional elements



## Nontraditional

Such as a video resume



# 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.

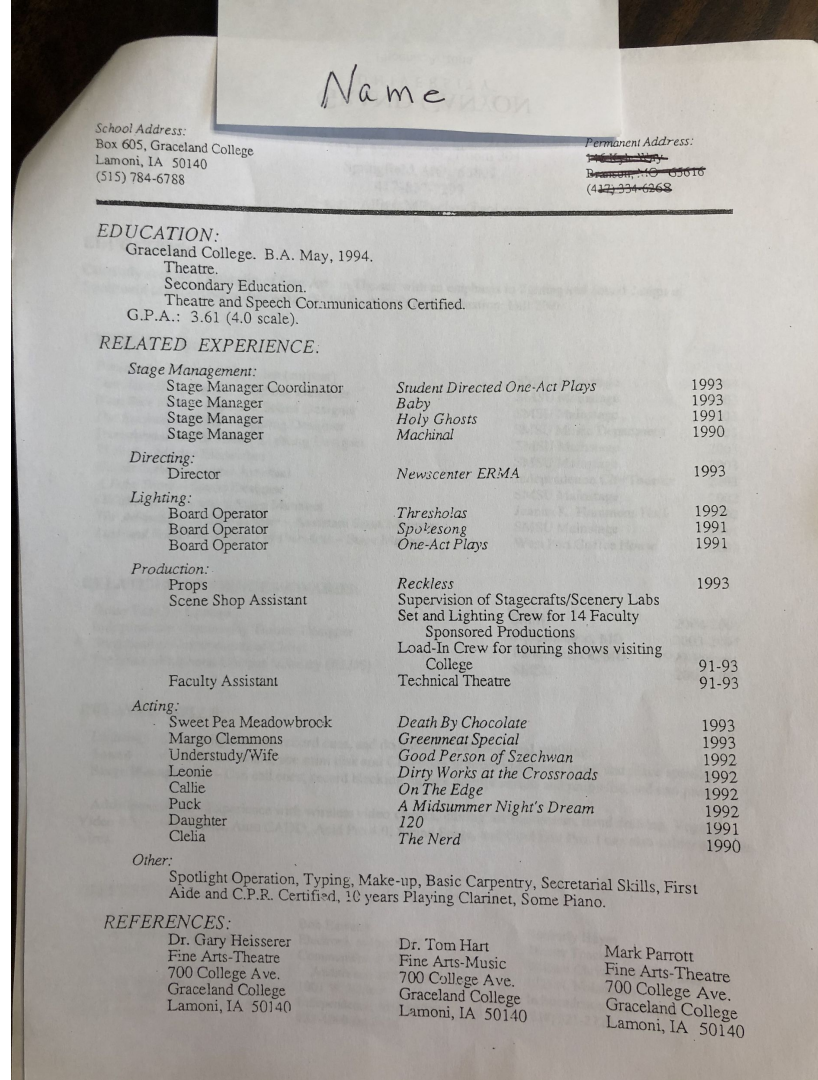


# The following slides include sample resumes and tips.

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.





# WRITE A POWERHOUSE OF A RESUME

## 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 "I assisted staff with creation of a database." Instead just go right for that verb- "Assisted with the creation of a database."

## 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!

## DESCRIBE, DESCRIBE, DESCRIBE!

Using powerful action verbs like Established, Gathered, 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

Writing 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](http://duq.edu/career-services/students/job-search/resumes.cfm)



# 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:

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

## RELATED EXPERIENCES/AWARDS:

Relay For Life Captain	SMSU	2004-2005
Independence Community Theater Designer	Independence, MO	2003-2004
Stagehand at Communities of Christ	Independence, MO	1999-Present
President of Liahona Campus Ministry (RLDS)	SMSU	2002-2003

## RELATED SKILLS:

**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:

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

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

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

Name  
 Address  
 Phone  
 Email

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.

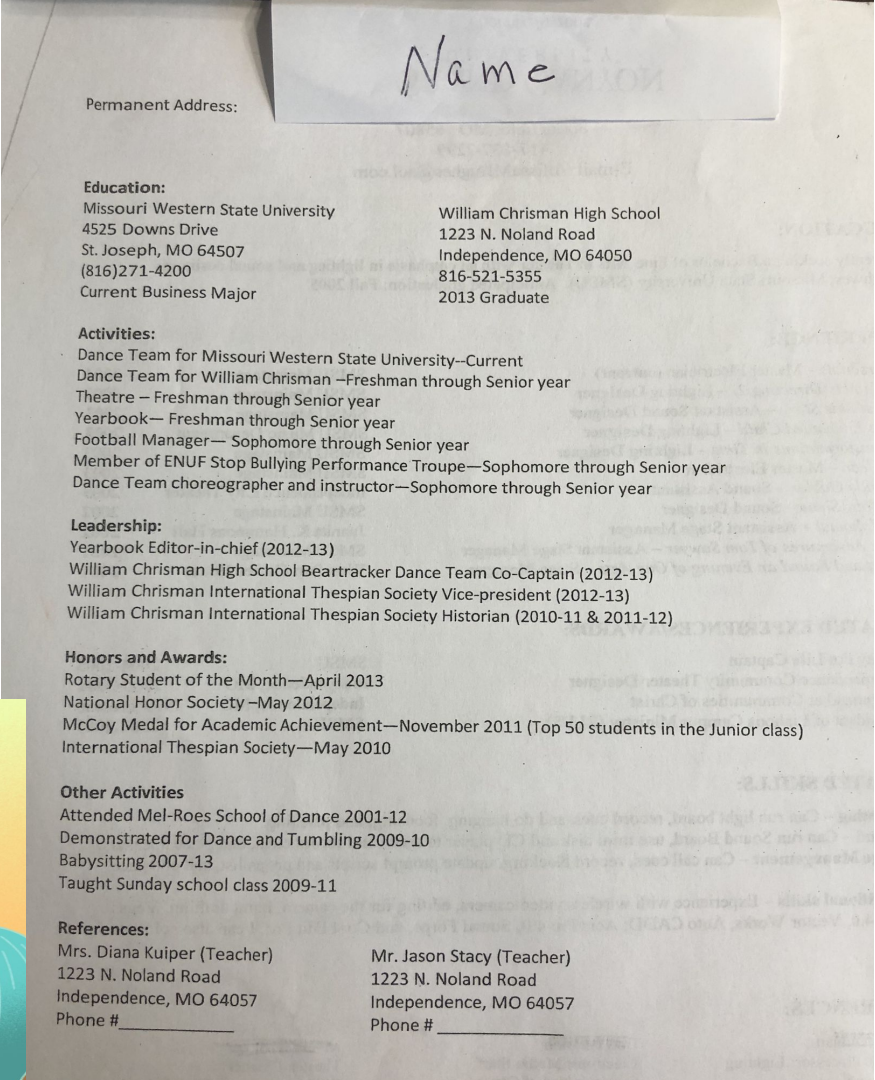
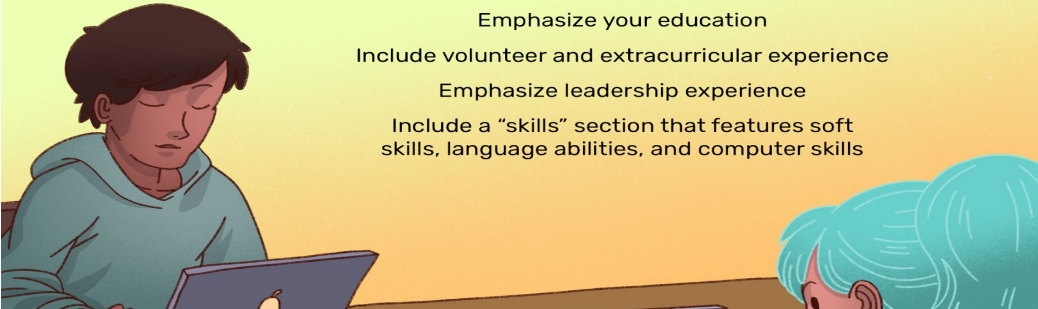
### Tips for Writing a High School Resume

Emphasize your education

Include volunteer and extracurricular experience

Emphasize leadership experience

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





## Things to Include in a High School Resume



Volunteer Work



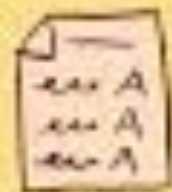
Extracurricular Activities



Informal Work Experience



Athletic Pursuits



Academics



Achievements



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  
take.



KIMBERLY LYNN HAYES  
9333 Eales #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.

#### WORK EXPERIENCE

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

Costume Shop for  
UMKC/Mo. Repertory Theatre  
Kansas City, Mo.  
Summer 1988  
Work-study  
\* Costume Construction  
\* Computer Data Entry  
\* Organization

Golden 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.



## 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.



## NEGATIVE WORDS

THIS SHOULD GO WITHOUT SAYING. LISTING YOUR LIMITATIONS WILL DISQUALIFY YOU FROM ANY POSITION IN THE JOB MARKET.



## 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.