



How to Make Your Acting Resume

The **purpose** of a **theatrical resume** is not the same as a traditional business resume. Your headshot picture & resume are your calling card – the first thing a casting director sees and often the **ONLY** tool used to determine your qualifications. Resumes should not extend beyond one page and should be saved and submitted as a PDF file.

INCLUDE THE FOLLOWING:

- Your Name
 - Be consistent! Are you Mike or Michael? It should be the same on your resume, application print-out, and in all correspondence.
- Your direct contact phone number
- Your email address
 - It is strongly recommended that you consider creating a free personal email account (gmail, yahoo, etc.) instead of using your maine.edu account. This will ensure that you are reachable by companies even after graduation.
- Height, Hair Color, Eye Color, Voice Type or Range (for singers)
- **NEVER** list your home address or Social Security number!

HYPER LINK to fillable resume

FORMATTING:

- 8 ½" x 11" paper
- Black ink on white paper only is typically best. This is most legible and easiest for printing
- Choose a simple, legible font style such as Times New Roman, Helvetica, Gil Sans, or Arial.

- Do not use a font size smaller than 11 in most cases.
- Proofread Your Resume! This is your first and best opportunity to present yourself to potential employers. Be sure it is accurate and error-free.

Thumbnail Photo: There are some cases where this is a valuable addition to an actor's resume. Consider how you are submitting the resume and your head shot. If you are attending an in-person audition with a printed resume and full-size headshot stapled to the back, then a thumbnail on the resume itself is not necessary. However, if the resume and headshot are being submitted digitally as two separate files, it may be worthwhile to include the headshot thumbnail on the resume to be sure that your face is always connected to your name/credits. It is best to have both types of resumes prepared.

Listing Credits:

- Credits should be listed in set columns: Role, Show, Theatre, Director. You do not need to include dates.
- Categories can help break up a long list of credits, or beef up a resume that may seem thin. You can separate Musical Theatre and Plays; Summer Stock and Educational; Educational and Community; etc. Your advisor can help you navigate the best way to sort the credits that you have.
- Scenes performed in class **do not** count as theatre credits and should not appear on your resume.
- If you have enough performance credits to fill the page of your resume, do not list your technical or directing credits. List these abilities in your special skills. However, if you are early in your career and do not have a full page of performance credits, you can use a category of "Technical Positions" to list these and fill out the rest of the page.
- Be careful with your use of abbreviations. PTC may obviously refer to "Penobscot Theatre Company" within the Bangor area, but in other parts of the country it may mean "Pacific Theatre Company" or similar. Make sure that you provide enough information to uniquely identify the company you are referring to. Other abbreviations may be common enough to be universal, such as NYC.
- High school roles may be useful to include while you are building your resume of college and professional credits. However, they should be the first thing you remove when you have enough other roles to fill the page. College directing and technical credits trump high school acting roles.

Education & Training:

- You should list the University of Maine, as well as any other college programs you may have attended, but do not list your high school. If you have not graduated, list an "anticipated" date for graduation.
- Below your college information, you should list the instructors you studied with for any key skills such as Voice, Movement, Improvisation, Stage Combat, Shakespeare, etc.

Special Skills: Include any skills you may have that might be useful in a performance setting. These could include things like juggling, accents, and foreign languages. You can also include technical theatre abilities that might aid the overall production. Your advisor can help you to build out a robust list of skills to include.



The Actor Headshot

Your headshot is as important as your resume when it comes to auditioning as an actor. It is important to have a professional, current photo that is representative of what you actually look like.

- For example, if you have recently cut your hair short after having it long, you'll want a headshot that reflects your new hair style. Since a good headshot usually requires paying a professional photographer to take it, you may want to consider any hairstyle changes you've been wanting to make before having the photos taken.

When attending an audition in person, you will bring a hard copy of your resume and headshot, so you will need to select one image to represent yourself. However, a website portfolio could be linked with digital submissions, and that may include several poses that show differing sides of your personality-- silly, serious, expressive, etc. You may also choose a different headshot for each in-person audition, depending on the type of role you are pursuing.

Color or Black & White?

Now that most photography is digital, color shots have become the norm, both because many submissions are done online and because hard copy reproduction costs have come down significantly.

What Makes a Good Headshot?

- Headshots should be an image that looks like you, naturally, and at your best. Those who wear makeup should not be excessively "glammed up," but should have their hair neatly styled and be made up just enough to look natural (evening out skin tone, concealing blemishes, etc.). Most reputable headshot photographers can recommend a make-up artist to attend the shoot. It costs a bit extra, but it can be worth it in some cases. Those who do not typically wear makeup may not need a make-up artist, but you should be prepared to use a little powder so you aren't too "shiny."
- The photo should make a positive first impression. The photo should attract the eye of the casting manager, inviting them to turn it over to see your resume. The photo makes them want to know more about you.
- The photos should be crisp and in focus. Professional photographers work with high-end equipment designed to capture images at high resolution for crisp, clear 8 x 10

enlargements. It can be difficult to achieve the proper resolution and focus with a phone camera.

- Your entire face should be evenly lit, no heavy shadows. Reproductions should not be so over-exposed that your nose or forehead look bleached or burned out. All your facial features should be clear. The background in your shot should provide some sort of contrast with your hair/head. A headshot should include your entire head, not just an extreme closeup of your face. In most cases, a portrait orientation is preferred over landscape.