

The most important information on any resume is contact info. Make sure that your email address is one that you actually check, and check it three times a day. Phone number and mailing address should be current. Don't make it hard for someone to contact you with a job offer. Directors don't have time to track you down.

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Sample created by Anne Mortensen
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Physical Characteristics:

6'1" / medium build / eyes: brown / hair: brown / skin: fair / age: 22 - 35

Be honest about your look. If you land an audition, lies will be obvious. Your headshot should look like you.

Selected Roles:

THEATRE

2009 Biff Loman (supporting) *Death of a Salesman* Robert Charles. dir.

2008 Flute

2008 Prince Charmian

FILM

2009 Dean (supporting)

2007 man in blue

TELEVISION

2001 Hugh

1999 Brad

Accident Prevention Video

Keeler Construction

Use good judgement. You may have a lot of roles, or almost none (or actually none). If you have no roles, then do not include this section. If you have a lot of roles, you will need to sift through them and choose ones that: 1) you are proud of, 2) connect you with known companies or directors, 3) show diversity in your ability. Consider your lead or main supporting roles first, HOWEVER, if you have a bit part with a famous company or director, then use that. Show three to five roles if you only have one section (theatre, film, tv) or up to three roles in any one section.)

Training:

2001 - present Theatre Conservatory of Canada Charles Robertson
2009 Bachelor of Arts
2009 Stage Combat Theatre Ontario, Glenn Kea
2004 - 2009 Jazz & Latin Dance Giant Steps Studio, Roderigo Acosti
2006 - 2008 Dialects and Accents MASQUE Theatre Training, Petra Mendez
1999 - 2005 Grade 6 (voice) R.C.M. Allegro Music School

Where possible, indicate the school and teacher. If your list is extensive, sift it for known teachers and schools, courses that you excelled at, and areas of expertise. It is good to show variety in training. Five or so courses should be enough.

As with the other sections of the resume, try to limit your list to three to five. Choose the most important awards, and those with notoriety.

Awards/Scholarships:

2009 Bill Brace Award *Best Performance (male) Metropolitan Drama League Play Festival*
2007 Vera Mackie Scholarship
2005 Award of Excellence
2004 The Foster Award

Anything that you can do that makes you more valuable on the set or rehearsal hall should go in this section. If you have any special skills, list them. Try to limit this to three lines at the most. (Two is better.)

Special Skills:

Horseback riding, accents, bilingual in French, sailing, canoeing, kayaking

This is helpful to you and to the director. It can also indicate that you have checked your resume before you sent it.

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