

9.4 Resume

Writing a Résumé

There is a standard format for résumés that is typically followed. The format will cover the following:

1. Your name. Boldface, center.
2. Beneath your name provide your contact details, address, phone number and email.
3. If you have a website set up as a personal portfolio, include the URL.
4. Work Experience.
Column One: Name of play or work.
Column Two: Role or position you performed.
Column Three: Name and location of the theatre, or work site and your supervisor's name.
5. Training. Include certificates, skills and any formal training you have.
6. Special Skills. List any skills you believe would be of benefit to you.
7. Awards and honors.

When preparing a résumé for a theatrical position, include experiences, training, talents and skills which relate to the theatre.