



Resumes for StrawHat (or anywhere, really....)

Your picture & resume are your calling card - the first thing a casting director sees and often the ONLY tool used to determine your qualifications. Theatrical resumes are not the same as traditional business resumes, and StrawHat Auditions has specific requirements. **Please review the following guidelines and see the example resume at the end of this article.**

INCLUDE THE FOLLOWING: (Failure to follow these standards *will* delay processing of your application and consideration for an audition.)

- Your **Name**. It should be the same on your resume and application print-out.
- Your **direct contact** phone number, along with agency contact if you have representation.
- Your **email address**. We strongly recommend that you consider creating a free account (gmail, yahoo, etc.) instead of using an ".edu" account. Many universities use spam filters that could send our correspondence to your junk folder. That would be bad.
- Height, Weight, Hair Color, Eye Color, Voice Type or Range (for singers), Union Affiliations.
- **NEVER list your home address or Social Security card number!**

BLACK INK ON WHITE PAPER ONLY: Why? It's the easiest to read. When auditioning, you want them looking at you, not struggling to decipher your past credits.

- No colored paper or inks
- No background "fill" colors in text boxes

THUMBNAIL PHOTO ON RESUME: NO! And here's why – 1) You are never going to hand a casting director a copy of your resume without having it attached to your photo anyway. 2) It wastes the space on the page that you can put to better use (see Font Size below). And 3) Color copies are expensive! Color copies at an office supply print shop are nearly 50¢ each, while black & white are only about 10¢. Don't waste your money when a plain black & white resume is all that's expected (see above).

FONT STYLE: Legible. Try one of these: Times New Roman, Helvetica, Gil Sans, Arial, etc. NO Italics or cursive fonts! If we can't read it, we're not interested.

FONT POINT SIZE: Do not use anything smaller than 11 point, and 12 point is preferable. If your resume is packed to the gills at 11 point, then congratulations! But it means that it's time to start doing some pruning from the different categories.

PAGE FORMAT SHOULD BE 8" X 10" and cropped to match your 8x10 photo's size (**see our corresponding info on Professional Headshots**). Standard paper size is 8-1/2 x 11, so crop it to fit.

- Set your left and top margins for 0.5", your right margin for 1", and your bottom margin for 1.5" and then you can easily trim the excess from the right and bottom. Office supply stores usually have a tabletop paper cutter in the copy center. Use it.
- Credits should be listed in set columns: Play, Role, then Theatre. Set tabs at intervals to make the columns line up neatly.
- 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. You get the idea.

PROOFREAD YOUR RESUME!

- Arthur Miller wrote a classic American play. It was *not* titled “Death of a Salesman.”
- “Huddle” is a football term, not a character in Fiddler on the Roof. Her name is Hodel, not to be confused with the guy who sings “Wonder of Wonders.” His name is Motel.
- Be sure your phone number and email are spelled correctly. Seriously.
- Scenes performed in class *do not* count as theatre credits and should not appear on your resume.
- “Representatives Roles” is shorthand for scene study work, not performance credits.
- Technical work, including directing, does not belong on a performance resume. If you have enough experience, create a separate tech resume and we’ll post it in the Staff/Tech profiles on our web site.

DON’T ABBREVIATE: Casting reps can’t possibly know that CIA means “Chelsea Integrated Arts”, instead of Central Intelligence Agency. *Some* abbreviations are known and understood (like NYC) but U of M can be Michigan, Missouri, Montana...Mongolia?

DON’T LIE ! At a combined audition, you can be guaranteed that casting reps know each other, talk to each other, and have worked *everywhere*. They will ask about you. So don’t put fake credits on your resume! Six Degrees of Separation is a fact of theatre life. Don’t get caught in an untruth – it implies a weakness of character and it can haunt you for a long time.

EDUCATIONAL & COMMUNITY THEATRE CREDITS: The jury is split on this: some faculties we know strongly recommend that high school credits disappear once a performer is in a good college training program, but at StrawHat it helps us to know that you played leads all through high school, even though as a sophomore in college you’ve only had two ensemble roles.

SPECIAL SKILLS need to be just that – special. Do not list “beginner” anything as a special skill. Anything listed here should be something you perform with proficiency.

SAVE YOUR RESUME as a 1-page pdf file to email to us with your head shot. **NOTE:** Word “docs” and Google “pages” files are not acceptable.

See the next page for an example of an appropriate resume format for StrawHat Audition purposes.

JANE Q. ACTOR

(555) 555-4321 Jane.q.actor@me.com

Height: 5'6"
Weight: 125 lb.s
Hair: Brown
Eyes: Blue
Voice: Soprano w/Belt

MUSICAL THEATER

Les Miserables	Cosette	Children's Youth Theatre – Kansas City
Joseph... Dreamcoat	Narrator	Children's Youth Theatre – Kansas City
The Music Man	Marian Paroo	Children's Youth Theatre – Kansas City
Footloose	Wendy Jo	Spelvin University
Hairspray	Tammy	Spelvin University
The Secret Garden	Principal Dancer	Spelvin University
The Drowsy Chaperone	Ensemble	Spelvin University
Anything Goes	Ensemble	Spelvin University
Scrooge: the Musical	Mrs. Cratchit	Children's Youth Theatre – Kansas City
Godspell	Robin	Children's Youth Theatre – Kansas City
Honk!	Penny	Children's Youth Theatre – Kansas City
Seven Brides... Brothers	Liza	Children's Youth Theatre – Kansas City
Oliver!	Bet	Children's Youth Theatre – Kansas City

PLAYS

Romeo & Juliet	Lady Capulet	Spelvin University
Doubt	Sister James	Unquowa Stage
Little Women	Beth	Unquowa Stage

TRAINING

BFA in Musical Theatre and a minor in Dance at Spelvin University, 2013

Classical Voice	Nancy Allen, Catherine Gamble
Dance: Jazz (12) Ballet (15) Tap (10)	Debbie Belue, Carrie Gerow, Maggie Pelton
Modern (12) Basic Pointe	
Acting	Cynthia Tucker, Brent Maddox

SPECIAL SKILLS

Swing dance (East and West Coast), Kansas Driver's License (Automatic), Unicycle

WORKSHOPS/MASTER CLASSES

Jen Waldman Master Class
Cheryl Cutlip – Project Dance NYC Workshop