



RESUME WRITING

Definition: *Resume* – Sometimes called a CV (Curriculum vitae) is a document that lists your work experiences, education, skills and achievements.

KEY REQUIREMENTS

➤ **The Headshot**

- Attach a headshot separately to your resume for auditions (as often they need to use the individual headshot when casting)
- Must provide an accurate representation of yourself (make sure it is current, and not too over the top with makeup or photoshopping)
- Have a professional headshot with great lighting (don't use a selfie)
- Use a headshot appropriate for the character you're auditioning for (eg. If you're auditioning for a fun playful character, use a headshot that represents that)
- Print at 8 x 10 size on sturdy paper (photo paper if possible)

➤ **The Written resume**

- Include physical attributes, voice type and/or range, previous roles and shows, education, training, relevant experience and special skills
- Keep the layout simple and professional looking so it is easy to read (no need for fancy fonts that can't be understood).
- Try to keep to 1 page and use font size 11pt with 1.15 – 1.5 spacing
- Include where you studied and who you studied under
- Tell the truth! Be prepared to show any skills you've listed on your resume
- Attach headshot to the back of this (stapled to the back is often best)

Teagan McKeen

SAMPLE RESUME

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Age: 28	Voice: Alto
D.O.B: 03 / 07 / 1992	Height: 162cm
Gender: Female	Eyes: Blue
Ethnicity: Caucasian	Hair: Dark brown

STAGE PERFORMANCES

Legally Blonde	Ensemble	So Popera Productions	(2020)
Singin' in the Rain	Dream ballerina / Ensemble	So Popera Productions	(2019)
A Chorus Line	Ensemble	So Popera Productions	(2018)
The Little Mermaid	Ensemble	So Popera Productions	(2018)
Chicago	Go-to-hell Kitty / Ensemble	So Popera Productions	(2017)
Beauty and the Beast	Ensemble	So Popera Productions	(2017)
The Producers	Ensemble	So Popera Productions	(2016)
The Wiz	Ensemble	Quinn's Music Society	(2010)
West Side Story	Ensemble	Quinn's Music Society	(2009)

STAGE CHOREOGRAPHY

Legally Blonde	So Popera Productions	(2020)
Matilda	Wollongong high School of the Performing Arts	(2019)
Singin' in the Rain	So Popera Productions	(2019)
Legally Blonde	Smiths Hill High School	(2019)
A Chorus Line	So Popera Productions	(2018)
The Little Mermaid	So Popera Productions	(2018)
Chicago	So Popera Productions	(2017)
Beauty and the Beast	So Popera Productions	(2017)
The Producers	So Popera Productions	(2016)

EDUCATION

Cert IV Dance Teaching	Empowerdance	(2020)
Bachelor of Commerce	University of Wollongong	(2014)
Cert IV Performing Arts	Brent Street Studios	(2011)
High School Education	Wollongong High School of the Performing Arts	(2010)
Primary School Education	Nareena Hills Public School	(2004)

TRAINING

Dance, Sing, Act	Brent Street Studios	Cameron Mitchell	(2011)
Dance	Wollongong High School PA	Chris Richards, Nadina Zappia	(2004 – 10)
Dance	Joanne Grace School of Dance	Joanne Grace-Morgan	(2007 – 10)
Dance	R-Star Performers	Renae Hickson	(2000 – 06)
Dance	Goodhew Dance Academy	Mylie, Melanie & Mandy	(1996 – 99)
Dance	Sher's Studio of Modern Dance	Sher Manu	(1993 – 95)

ACHEIVEMENTS

Illawarra Women in Business – Young Businesswoman of the Year	(2020)
Bampton-Thomas memorial Dance Trophy	(2010)

SPECIAL SKILLS

Tap, Jazz, Ballet, Pointe, Contemporary, Hip-hop and Theatre jazz dance abilities at advanced level

RESUME TEMPLATE

Name: _____ Date of birth: ___ / ___ / _____ Age: _____

Contact: (P) _____ (E) _____

Website / Social Profile: _____ (Optional)

Physical Attributes

Height: _____ Hair Colour: _____ Eye colour: _____

Gender: _____ Ethnicity: _____

Voice Type and / or Range

Vocal range: _____

Stage

(Show Name)	(Role Name)	(Company Name)
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Education

(Course Studied)	(School/ University Name)
-	-
-	-

Training

(Studio / School / University Name)	(Teacher Name)	(Style's studied)
-	-	-
-	-	-
-	-	-

Experience

-
-
-
-

Special Skills

-
-