**Acting CV or Resumé**

**Your Acting CV** is an IMPORTANT actor tool. You need to email it for every job application with a covering letter. You will also have one for any other type of employment.

It should show the VERY BEST of you on paper. Please keep updating your CV as you gain more experience, skills, or work in the field of Acting.

Why do you need one? Discuss.

If you Google a CV template, then you will also see that the structure is similar.

Look at the following CV template and add your own information.

**Notes**

Remember to keep a copy of your CV as a word doc you can update as you gain more experience/ skills, change your hairstyle, need glasses or grow.

If you have an agent, particularly an online one like ‘STARNOW’ or 'Real People’, be sure to add their link on your CV, but make sure the information online matches what you present on paper.

It pays to still have a CV separate to an online agent in case you get the opportunity to go for a role and you need to actually present something yourself – online agents don’t always work efficiently for everyone - you need to take charge yourself.

Your headshot whilst not likely to be a professional one unless you have an agent can be taken by a friend or family member, just remember to use a plain/blank background and shoot from just below shoulders up. Don’t wear your school uniform as it can pigeonhole you for roles and it does look less professional; just wear something plain like a T-shirt or shirt. Google professional headshots if you

get stuck.

Making the headshot a black and white image can make it look more professional. In the second year of this course there will be an excursion that includes getting your headshots done professionally.

**Examples of Year 2 student headshots from 2019**



The CV Template provided is a guide, you are still able to choose your own layout if you wish to. (See next page)

**Please remember** this CV is for audition purposes and should be kept separate and not be confused with the CV you use to apply for a part time job in hospitality, retail or a fast food outlet.

**Your Name here**

Your Headshot here

**FREELANCE ACTOR OR AGENTS NAME**

M: XXXX XXX XXX

E: youremailhere@makeitasensibleone

Age Range 15 - 19

Height: xx

Weight: xx

Eye Colour: xx

Hair Colour: xx

Hair Length: xx

Clothing Size: xx

Shoe Size: xx

Training:

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR | SCHOOL | SUBJECT | TEACHER |
|  | Australian College of Dramatic Arts | 22307VIC Certificate III in Acting (Screen) Year 1 |  |
|  | Australian College of Dramatic Arts | Action Acting Workshop |  |
|  |  |  |  |
|  |  |  |  |

Experience:

Theatre

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Television

|  |  |  |  |
| --- | --- | --- | --- |
|  | (Take this out if you have no experience) |  |  |

Skills:

|  |  |  |
| --- | --- | --- |
| SKILL | TIME/ Trained | LEVEL |
| e.g Instrument: Keyboard | 2012-2017 | Beginner/Intermediate |
|  |  |  |
|  |  |  |
|  |  |  |

**Checklist for a GREAT CV**

Look at the order of things you can use on your CV.

1. **Your professional name and photo**
2. **Agency name (if you have one) FREELANCE ACTOR if you don’t**
3. **Contact details, personal information and basic measurements**
4. **Credits, work experience**
5. **Training**
6. **Any specific skills**

*Always keep numbers 1-3 at the top in this order, and you can switch 4-6 around (but the way it’s listed above is usually the best).*

You will be asked to hand in a hard copy at the **VET Industry Day** so that it can be **proof read, edited** and discussed.

After the excursion, your CV once corrected must be checked with your teacher and then emailed to admin@acda.vic.edu.au as though sending it to an agent. **This means send with an accompanying email.**

**WHAT IS AN ACCOMPANYING EMAIL?**

It is the message in the body of the email you are sending with your CV.

**HINTS:**

* Always write “Dear…” (try to find the name of the person you are emailing – in this case it will be Nikki)
* Explain why you are emailing your CV – you can make the reason up, points for a fab fictional reason.
* Add your attachment (CV) properly named (for example, “Bill Robinson – Acting CV”.
* Tell them that you will contact them in about 2 weeks time to follow up
* Thank them for their time
* Sign off with Regards and your full name

**If you do not include an accompanying message in your email with your CV you will be asked to resubmit.**

**If you do not save your CV with your name e.g. ‘Nikki Wellington CV’ you will be asked to resubmit.**

**If you do not include a headshot you will be asked to resubmit.**

**If you use a current CV, you have for part time work which includes things not relevant to acting you will be asked to resubmit.**

**If it becomes apparent you haven’t had someone read your CV or you haven’t done a spell check you will be asked to resubmit.**

The easiest way to get this right is to follow the checklist and do as it says to AVOID a request to resubmit.

**IMPORTANT: Make sure you READ THE CHECKLIST and ‘Tick the boxes’**

|  |  |  |
| --- | --- | --- |
| **No.** | **CHECKLIST for making the perfect****audition/ professional acting CV** | **Tick the box** |
| **1** | Add your name at the top of the CV – font size 28 and **BOLD** |  |
| **2** | Add your agent details if you have one |  |
| **3** | If you don’t have an agent, put **‘FREELANCE ACTOR’** under your name |  |
| **4** | Put your mobile number and email contact only – no snail mail address |  |
| **5** | Add your personal description (see template example) |  |
| **6** | Include a headshot of yourself (no bathroom selfies or mug shots) |  |
| **7** | Add relevant training (see template example – **most recent first**) |  |
| **8** | Add relevant credits, work experience etc. (see template) |  |
| **9** | Add your skills (relevant to the industry or the role you are going for) |  |
| **10** | Spell check and have someone read it thoroughly |  |
| **11** | Name your CV doc with your name and CV and save s PDF |  |
| **12** | Make sure your CV is one page and font size for most content is 12 |  |
| **13** | Check your CV doesn’t have blank page(s) attached |  |
| **14** | Email your CV to admin@acda.vic.edu.au with a written message of who you are and what class and cluster you are from |  |

**Written by Nikki Wellington**