

Checklist for a GREAT CV

The way your acting CV is actually structured depends on your own preferences. For example, if you Google “acting CV” and go to “Images”, you’ll see that none of them are exactly the same, but they follow a certain pattern.

Here’s the order of things you can use on your CV:

1. Your professional (stage) name (AND PHOTO)
2. Agency name (if any) FREELANCE ACTOR if you don’t
3. Contact details, personal information and 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).

Checklist – make sure you ‘Tick the boxes’ and check the CV template

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	

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 incase 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.

Be sure to Google your own name and see what comes up and if you are serious about acting you'll need to work out how to have a professional profile - separate to your personal profile and to have cut through online over and above others that share your name.

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 2018



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

Lastly – 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.

Written by Nikki Wellington

Your Name 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

Your Headshot here

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