

# Resumes for Actors and Artists

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- Resumes for Actors
- Studio Art Resumes
- Samples



**Smith College Lazarus Center for Career Development**  
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## Resumes for Actors

An actor's resume and headshot has one purpose: to get you work. It is an overview of an actor's performance experience, skills, and qualifications. The resume should be clear, easy to read, and relevant to the acting job you're seeking. A casting director needs to be able to learn about the highlights of your work within a few seconds. Uses the following structure in your resume

### Heading – your basic information:

- Name: Use a larger font and bold your name. It should stand out
- Primary contact phone numbers
- Email address, website, and any union affiliations
- Do not include your home address. This is for safety reasons, and for accessibility in case you move (an actor's resume may be on a casting agent's file for several years). Provide your height, weight, hair, and eye color, and if applicable, your vocal range.

### Experience:

Acting can be categorized in several ways, depending on the breadth and range of one's experience. Categories can include:

- Broadway, Off-Broadway, Regional/Stock, Community, etc.
- Theatre or Stage, Film, Television, Industrials, Voiceovers, etc.

Under each category, separate credits by columns: production title, role played, theatre/producer/director. Dates aren't necessary, and only clutter the resume.

An actor doesn't need to include all of her credits. Rather, she should choose the most recent and/or prestigious roles, as well as credits relevant to the audition. Less is more, and actors can always include a line indicating "additional credits available upon request." Actors should send updates to their resumes when a headshot is on file with an agent. This keeps one's name fresh and "top-of-mind" with an agency.

### Education and Training:

In addition to listing your college degree and major, your resume can include acting-related workshops, on-going studio classes, or private training. You may also include training in related fields such as music (especially singing), dance, martial arts, etc. Many actors include the number of years they have trained in a particular area, technique, or discipline.

### Special Skills:

This can include everything—regional dialects, accents, spoken languages, juggling, acrobatics, sports, etc. If you can do it, include it.

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### **Size and Format**

- Use a font and size (11 pt. is common) that are easy to read.
- Trim resume to fit the back of an 8"x10" headshot, and ensure your resume's text fits comfortably in that dimension.
- Staple each corner of resume to the back of a headshot or print directly to the back of the photo.

### **Headshots**

A headshot is a black and white, 8"x10" photograph of an actor. Effective headshots are simple, conveying an honest introduction of an actor to a casting agent or director. They should be an accurate image of an actor on her best day. Headshots should be retaken if an actor makes significant changes to her appearance (hair style or color, weight, etc.).

- Headshots should be crisp and clear. Avoid artistic photo effects or unusual lighting.
- Avoid clothes with a pattern, whites, and turtlenecks.
- An actor shouldn't look like she's acting in her headshot. Rather, look sincere, friendly, and energetic.
- Choose a photographer who specializes in headshots. Ask for his/her book of work to view. The headshots should look professional; paying for high quality images is a worthwhile investment.

Ask photographers for their package rates, number of prints included, and who keeps the original images.

## **Studio Art Resumes**

For an artist, one's work is one's resume. Portfolios are the most common vehicle for an artist to showcase her work. A resume complements the portfolio by noting where the artist's work has been exhibited and reviewed. Unlike a resume designed to connect an applicant's experiences and skills to a particular job, a studio art resume helps market an artist's work and recognition.

A studio art resume may differ in format and length from a standard resume, offering the writer more creative flexibility. Use of color, shapes, and design can reflect an artist's tone and imagination.

### **What to include**

A studio art resume focuses primarily on the work itself. It can include teaching experience as well, in particular when that experience is in a studio situation. Categories after the personal/contact information and Education will vary by person.

- Heading with personal and contact information: name, address, email, phone number, portfolio website
- Education and training: School, degree, major, year of graduation
- Solo Exhibitions
- Juried Exhibitions
- Honors and Awards from juried exhibitions
- Media reviews
- Studio teaching experience

# Morgan Jones

SAG, AFTRA

413.555.4567

morganjones@email.com || www.morganjones.com

Voice: Soprano  
(2 octave range, to high C)

Height: 5'3"; Weight: 120  
Hair: Brown; Eyes: Brown

## Regional and Stock

*The Seagull*  
*'night Mother*

*Little Shop of Horrors*

Nina  
Jessie  
Audrey

Oldcastle Theatre Company  
Town Players of Pittsfield  
Leading Ladies, Smith College

## Film/Television

Sarah's Game  
Bank of NH Commercial

Allison  
Invest Now

Featured  
Extra

## Radio

Soundtrack Studios, Boston, MA:  
"Winter Collection"

Voiceover

Clark's

## Education

Smith College, Northampton, MA  
BA, Theatre with Acting emphasis (Expected May 2016)

## Training

Acting: William Esper  
Movement: Joe Smith

Dictation: Sue Solo  
Voice: Tom Zeager

Stage Combat: Katie Bolger  
Voice Coach: Meredith Hyland

## Skills

Dialects (American South, American Midwest, French), juggling, gymnastics, soccer, ballet

**Jing Li**

Portfolio: [www.jingliart.com](http://www.jingliart.com)

Ph: 413.585.1111

Email: [jingli@gmail.com](mailto:jingli@gmail.com)

## Education

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BA, Smith College, Northampton, MA (May 2015); Major: Studio Art

## Solo & Group Exhibitions

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- Women in Nature (solo), Smith College Library, Northampton, MA, 2015
- Butterflies and Dreams (solo), Norman Gallery, Georgetown, MA, 2014
- Mothers & Daughters (solo), Morningside Gallery, Northampton, MA, 2013
- Hammertown Gallery (group), Chester, MA, 2013-2014
- Foster & Jones (group), Hillsdale, NY, 2013-2014
- Aster Art Museum Rental Gallery (group), Cambridge, MA, 2013-2014

## Juried Exhibitions

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- Kramer Gallery, Morgan University, Morgan, MA, *Light & Innovation*, Juror: Sarah Karp, Harris Gallery, 2014
- Allen & Simon Gallery, Great Barrington, MA, *Playful*, Juror: John Harrington, Davis Gallery, 2014
- Masson Gallery, Salem, MA, *Waterviews*, Juror: Margot Tanner, Shipps Gallery, 2013
- Barnes Gallery, Leverett, MA, *City Life*, Juror: Max Hill, Trinity Gallery, 2013

## Reviews

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- *Daily Hampshire Gazette*, 9/5/14, "Young Artist's Work Reflects Women's Images," Anne Larson.
- *Salem Evening News*, 5/15/13, "New Artist Explores Port Imagery," Tom Gaynes.

## Honors and Awards

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- Painting award, Barnes Gallery, Leverett, MA, 2013
- Honorable mention, Masson Gallery, Salem, MA, 2013

## Experience

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Curatorial Intern, Smith College Museum of Art, Northampton, MA 2014-15

- Worked in areas of preservation and maintenance for the gold plated frames used for exhibited museum paintings