

# SPECIALIZED RESUMES: THE ARTS AND ACADEMIA

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- ACTORS' RESUMES AND HEADSHOTS
- STUDIO ART RESUMES
- CURRICULUM VITAE



This guide overviews resumes used in specialized fields and circumstances. If you're applying for a traditional job or internship, even if it is in the arts or at an academic or research institution, you'll most likely use a standard resume. However, if you're seeking a research, scientific, acting, or performance opportunity, or if you're a studio artist seeking to promote your work, you've found the right resource.

For additional information see the CDO handout  
**"Resumes and Cover Letters."**

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## **Actors' Resumes**

Like a standard resume, an actor's resume and headshot has one purpose: to get you work. In sum, it is a one-page overview of an actor's performance experience, skills, and qualifications. Like any resume, an actor's resume should be streamlined, clear, easy to read, and relevant to the type of acting job you're seeking.

### **Sections of the Resume**

#### **Heading – your basic information:**

- Name: use a larger size font and bold your name. It should stand out.
- Contact phone numbers (more than one is fine, and can include home numbers, cell phones, pagers, etc.).
- 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:**

An actor's credits can be categorized in several different 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, credits should be separated by columns: production title, role played, theatre/producer. Dates aren't necessary, and only clutter the resume. Remember, this is a clean, easy to read document.

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 can (and 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. Actors should use judgment when including high school experience. If one is in her 20s, it's best to use college and professional experience only.

#### **Special Skills:**

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

#### **Some additional advice:**

- Use a font and size that are easy to read. It should look and feel professional.
- Print resumes onto good paper, 24 lb. weight or heavier.
- Resumes should be trimmed to fit onto the back of an 8x10 headshot, so be sure your text fits comfortably in that dimension.
- Staple resumes (in all 4 corners) to the back of a headshot. Do not glue them together.

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## Headshots

A headshot is a black and white, 8x10 photograph of an actor. Headshots are relatively simple, and should convey 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. If an actor changes her appearance (hair style or color, weight, etc.) headshots should be retaken.

### Some additional advice:

- Headshots should be crisp and clear. Avoid artistic photos or unusual lighting.
- Avoid clothes with a pattern, as well as whites, and turtlenecks.
- An actor shouldn't look like she's acting in her headshot. Rather, she should look sincere, friendly, and energetic.
- Choose a photographer who specializes in headshots. The headshots should look professional; paying someone who is a professional is a worthwhile investment.
- Cost: this depends on the market. A session in Boston ranges from \$300 to \$400, while New York City photographers can charge anywhere from \$300 to \$1,000.
- Questions to ask a photographer:
  - How much do you charge?
  - Will I get contact sheets from all of the rolls of film shot?
  - Who keeps the negatives?
  - How many 8x10 prints are included in the package price? What is the charge for extra prints?
  - Do you have a book of work I can look at?

### Additional resources:

- The Actor's Picture/Resume Book, by Jill Charles with theatrical photographer Tom Bloom
- Stage Source: [www.stagesource.org](http://www.stagesource.org)

## 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. To complement a portfolio, an artist often creates a resume which overviews where work has been exhibited and reviewed. Unlike a resume designed to market one's experience to a particular job, a studio resume is designed to market an artist's work and recognition.

A studio art resume differs in format and length from a standard resume. In addition, these resumes have more creative flexibility; use of color, shapes, and design are more accepted to reflect an artist's tone and imagination.

### What do I 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.

- Personal background: name, address, email, phone numbers, portfolio websites
- Education: school, degree, major, year of graduation
- Solo Exhibitions
- Juried Exhibitions
- Honors and Awards from juried exhibitions
- Media reviews
- Studio teaching experience

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## **Curriculum Vitae, or “CV”**

A curriculum vitae is often used by those seeking positions in academia and the sciences. CVs are longer than standard resumes, and provide detail pertaining to one’s teaching, research, and publications. A curriculum vitae differs from a standard resume in format and length; it can be many pages long depending on one’s background. However, it remains a key marketing tool providing important information related to one’s skills, experiences, education, and personal qualities.

### **When do I need a CV?**

People generally use CVs in the following circumstances:

- Application to graduate or professional school, or as part of an application for assistantships or scholarships.
- Teaching, research, and upper-level administrative positions in higher education.
- Academic departmental and tenure reviews.
- Professional association leadership positions.
- Publishing and editorial boards.
- Research and consulting positions.
- School administrative positions such as superintendent, principal, or department chair.

### **What goes in a CV?**

Curriculum vitae include information regarding professional publications, teaching experience, presentations, committee work, grants received, etc. Here are some categories often seen on a CV:

- Personal/Contact Information: name, address, phone number(s), email, websites
- Academic Background:
  - Post-graduate work
  - Graduate degrees, thesis/dissertation title, honors
  - Undergraduate degree, major, minor, honors
- Professional Licenses/Certifications
- Academic/Teaching Experience: courses taught
- Research/Scholarly Activities:
  - Journal articles
  - Conference presentations
  - Books published, or chapters in books
  - Paper presentations
  - Work currently under submission
  - Work in progress
- Consulting Experience
- Grants
- Academic Awards/Scholarships/Fellowships
- Committee Leadership
- Affiliations/Memberships
- Foreign Languages

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## Morgan Jones

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SAG, AFTRA

Home: 413/555.1234

Cell: 413/555.4567

[morganjones@email.com](mailto:morganjones@email.com) | [www.morganjones.com](http://www.morganjones.com)

Voice: Soprano  
(2octave 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

### TRAINING

Acting: William Esper  
Movement: Joe Smith

Dictation: Sue Solo  
Voice: Tom Zeager

Stage Combat: Katie Bolger  
Voice Coach: Meredith Hyland

### EDUCATION

Smith College, Northampton, MA  
BA, Theatre (Expected May 2010)

### SKILLS

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

**JING LI**



**PO BOX 1111  
SMITH COLLEGE, NORTHAMPTON, MA 01063  
PORTFOLIO: WWW.JINGLIART.COM  
PH: 413.585.1111  
EMAIL: JINGLI@SMITH.EDU**

## **EDUCATION**

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BA, Smith College, Northampton, MA (May 2010); Major: Art

## **SOLO EXHIBITIONS**

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- Women in Nature, Smith College Library, Northampton, MA, 2009
- Butterflies and Dreams, Norman Gallery, Georgetown, MA, 2009
- Mothers & Daughters, Morningside Gallery, Northampton, MA, 2008

## **GROUP EXHIBITIONS**

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- Hammertown Gallery, Chester, MA, 2008-2009
- Foster & Jones, Hillsdale, NY, 2008-2009
- Aster Art Museum Rental Gallery, Cambridge, MA, 2008-2009

## **JURIED EXHIBITIONS**

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- Kramer Gallery, Morgan University, Morgan, MA, *Light & Innovation*, Juror: Sarah Karp, Harris Gallery, 2009
- Allen & Simon Gallery, Great Barrington, MA, *Playful*, Juror: John Harrington, Davis Gallery, 2009
- Masson Gallery, Salem, MA, *Waterviews*, Juror: Margot Tanner, Shipp's Gallery, 2008
- Barnes Gallery, Leverett, MA, *City Life*, Juror: Max Hill, Trinity Gallery, 2008

## **HONORS AND AWARDS**

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- Painting award, Barnes Gallery, Leverett, MA, 2008
- Honorable mention, Masson Gallery, Salem, MA, 2008

## **REVIEWS**

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- *Berkshire Eagle*, 9/5/09, "Young Artist's Work Reflects Women's Images," Anne Smith.
- *Salem Evening News*, 5/15/08, "New Artist Explores Port Imagery," Tom Gaynes.

## Alicia Pérez

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PO Box 1111, Smith College Northampton, MA 01063  
phone: 413.555.1211 cell: 413.555.7890  
aperez@smith.edu

### EDUCATION

#### **Smith College, Northampton, MA**

Bachelor of Arts, May 2010; GPA: 3.6/4.0

Major: Psychology; Minor: German

*Coursework includes:* Statistics Methods in Psychology, Statistical Methods for Undergraduate Research, Seminar in Psycholinguistics, Adult Development, Abnormal Psychology, Adventures in Space Perception

*Honors Thesis:* Currently conducting research on gender implications in children's use of space and exploration in childhood.

#### **Universität Hamburg, Hamburg, Germany**

Study abroad 2008 - 2009

### RESEARCH AND TEACHING EXPERIENCE

#### **Smith College, Northampton, MA** June 2009 - present

*Department of German Studies*

*Teaching Assistant*

Instruct language drill sessions, correct homework assignments, and help prepare handouts and teaching materials.

#### **University of Massachusetts, Amherst, MA** January - June 2008

*The Center for Research on Families*

*Research Assistant*

Performed literature searches, data entry, and data analysis. Assisted with participant recruitment. Helped create research presentation posters and PowerPoint slides.

### GRANTS AND AWARDS

Phi Beta Kappa (elected as a junior), 2009

Psi Chi (The National Honor Society in Psychology), 2008

NSF-AIRE: National Science Foundation Award for the Integration of Research and Education, 2009

### PUBLICATIONS

Brown, M.E. et al including Pérez, A. (2008). "Teenage Pregnancy and Social Isolation: The Impact of Motherhood on Social Support Systems in Young Women." Psychology Today, 4(6): 15-25.

## **PRESENTATIONS**

“Women and Debate: An Analysis of Gender Differences in Discussion.”

*Presentation:* Smith College Student Research Conference, April 2008

“Impact of Alternative Exercise on Violence in Urban High Schools.”

*Presentation:* Greater Boston Undergraduate Psychological Research Conference, Salem MA, March 2007

## **PROFESSIONAL MEMBERSHIPS**

American Psychological Association

Society for Research in Child Development

## **SKILLS**

Microsoft Word, Access, Excel, PowerPoint, Photoshop, SPSS, SAS, FileMaker.

Fluent in German and English.

## **ACTIVITIES AND INTERESTS**

Captain, Smith College Softball Team. Avid runner and golfer.