



## Important DO's and DON'Ts for Actors Resumes

### DO's:

DO: Remember, your resume is a marketing tool! It's not a scrapbook of memories. Include only what will help you get the kind of roles you want.

DO: Use standard actor's resume formatting as shown in the sample. This is what people in the industry expect to see. For film and TV work, the standard order is Film, Television, Commercials, Theatre, Training, and Special Skills.

DO: Use the most impressive element in the 3<sup>rd</sup> column, whether that is the studio, the production company, or the director. It's OK to mix these.

DO: Skip any sections you don't have work in.

DO: Generally say "conflicts available on request" for commercials unless you just have a small resume you want to fill out.

DO: List your age if you are under 18 (affects working hours). If you are over 18 or have passed the CHSPE and are a Legal 18, just say "Legal 18."

DO: Only include work that is relevant to professional acting. This means skipping references to other work, academic awards, etc.

DO: Be truthful with union status. The penalties can be heavy for misrepresentation.

DO: Focus on Los Angeles or New York work and training, and minimize references that make it obvious if you are from somewhere else where possible.

DO: Ask your agent, if you have one, if they have a preferred format for resumes.

DO: Save your resume as a PDF. When you email it, the formatting will stay the same and not get messed up.

DO: Use simple white paper and standard fonts.

DO: Have someone else proofread your resume before submitting it!



**DON'Ts:**

DON'T: Use dates. Just list the more important work at the top of each section.

DON'T: Use your home address. Just list your email address, or your agent's contact info if you have an agent.

DON'T: Include references to your school (security issue).

DON'T: Include your social security number (security issue).

DON'T: Use different font styles, colored fonts, or fancy paper. Keep it clean and professional.

DON'T: Use a tiny font size to add more info. A resume needs to be legible. 12-point is the standard size.

DON'T: Include extras/background work anywhere other than under "training." It is not considered legitimate acting in the industry.

DON'T: Insert photos in a resume. It appears amateurish. Headshots are the photos expected.

DON'T: Go crazy with a long list of training, especially if there is little professional work to balance it out. It gives an impression of lots of effort and little success. Simply include the most impressive training that shows a range.

DON'T: List training obtained through talent conventions or showcases if you are seeking work in Los Angeles or New York. This includes any awards.

DON'T: Go beyond one single page. List the most important items, cut the rest. A resume isn't a list of every project and all training you've ever done; it's a curated list, designed to market an actor.

DON'T: Ever lie or stretch the truth on anything. Los Angeles and New York are small towns, and people will always find out.

# **SUPER FINE TALENT AGENCY**

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## **CATE RUIZ**

SAG-AFTRA

Hair: Dark Brown

Height: 5' 4"

Age: Legal 18

Weight: 120

Eyes: Brown

### **FILM**

NOW OR NEVER  
ALMOST KILLERS  
GIVE ME A SIGN

Lead  
Supporting  
Featured

Netflix  
Sky Pictures  
Traverso-Raye Prod.

### **TELEVISION**

THE PERFECTIONIST  
MAGIC COAST  
GUILTY AS CHARGED  
LOST AGAIN

Series Regular  
Recurring  
Guest Star  
Co-star

CBS  
Disney Channel  
Warner Bros.  
ABC

### **COMMERCIALS**

Conflicts available upon request

### **THEATRE**

ARCADIA  
ONCE UPON A MATTRESS  
LES MISERABLES

Thomasina  
Nightingale of Samarkand  
Cozette

Northern Players  
Left Coast Rep  
Intiman

### **TRAINING**

VOICE  
IMPROV  
ACTING—For the Camera  
ACTING—Cold Reading

Mary Reynolds  
Arthur Sackler  
Samantha Scrivener  
Samantha Scrivener

Reynolds Voice  
The Groundlings  
Scrivener Studios  
Scrivener Studios

### **SPECIAL SKILLS**

Singing (soprano), intermediate swimming, advanced tennis, intermediate hip hop & ballet, basic snowboarding, basic guitar. Conversational Spanish. Valid US passport.