



# Resumes for StrawHat (or anywhere, really....)

Your picture & resume are your calling card - the first thing a casting director sees and often the ONLY tool used to determine your qualifications. Theatrical resumes are not the same as traditional business resumes, and StrawHat Auditions has specific requirements. **Please review the following guidelines and see the example resume at the end of this article.**

**INCLUDE THE FOLLOWING:** (Failure to follow these standards *will* delay processing of your application and consideration for an audition.)

- Your **Name**. It should be the same on your resume and application print-out.
- Your **direct contact** phone number, along with agency contact if you have representation.
- Your **email address**. We strongly recommend that you consider creating a free account (gmail, yahoo, etc.) instead of using an ".edu" account. Many universities use spam filters that could send our correspondence to your junk folder. That would be bad.
- Height, Weight, Hair Color, Eye Color, Voice Type or Range (for singers), Union Affiliations.
- **NEVER list your home address or Social Security card number!**
- A "thumbnail" insert of your headshot on the page is not required, but if you choose to include one that's OK.

**BLACK INK ON WHITE PAPER ONLY:** Why? It's the easiest to read. When auditioning, you want them looking at you, not struggling to decipher your past credits.

- No colored paper or inks
- No background "fill" colors in text boxes

**FONT STYLE:** Legible. Try one of these: Times New Roman, Helvetica, Gil Sans, Arial, etc. NO Italics or cursive fonts! If we can't read it, we're not interested.

**FONT POINT SIZE:** Do not use anything smaller than 11 point, and 12 point is preferable. If your resume is packed to the gills at 11 point, then congratulations! But it means that it's time to start doing some pruning from the different categories.

**PAGE FORMAT SHOULD BE 8" X 10"** and cropped to match your 8x10 photo's size (**see our corresponding info on Professional Headshots**). Standard paper size is 8-1/2 x 11, so crop it to fit.

- Set your left and top margins for 0.5", your right margin for 1", and your bottom margin for 1.5" and then you can easily trim the excess from the right and bottom. Office supply stores usually have a tabletop paper cutter in the copy center. Use it.
- Credits should be listed in set columns: Play, Role, then Theatre. Set tabs at intervals to make the columns line up neatly.
- Categories can help break up a long list of credits, or beef up a resume that may seem thin. You can separate Musical Theatre and Plays; Summer Stock and Educational; Educational and Community. You get the idea.

## **PROOFREAD YOUR RESUME!**

- Arthur Miller wrote a classic American play. It was *not* titled “Dearth of a Salesman.”
- “Huddle” is a football term, not a character in Fiddler on the Roof. Her name is Hodel, not to be confused with the guy who sings “Wonder of Wonders.” His name is Motel.
- Be sure your phone number and email are spelled correctly. Seriously.
- Scenes performed in class *do not* count as theatre credits and should not appear on your resume.
- “Representatives Roles” is shorthand for scene study work, not performance credits.
- Technical work, including directing, does not belong on a performance resume. If you have enough experience, create a separate tech resume and we’ll post it in the Staff/Tech profiles on our web site.

**DON’T LIE !** At a combined audition, you can be guaranteed that casting reps know each other, talk to each other, and have worked *everywhere*. They will ask about you. So don’t put fake credits on your resume! Six Degrees of Separation is a fact of theatre life. Don’t get caught in an untruth – it’s embarrassing and implies a weakness of character.

**EDUCATIONAL & COMMUNITYTHEATRE CREDITS:** The jury is split on this: one faculty advisor we know strongly recommends that high school credits disappear once a performer is in a good college training program, but at StrawHat it helps us to know that you played leads all through high school, even though as a sophomore in college you’ve only had two ensemble roles.

**SAVE YOUR RESUME** as a 1-page pdf file to email to us with your head shot. **NOTE:** Word “docs” and Google “pages” files are not acceptable.

**See the next page for an example of an appropriate resume format for StrawHat Audition purposes.**



# JANE Q. ACTOR

(555) 555-4321 Jane.q.actor@me.com

Height: 5' 6"  
Weight: 120 lbs

Hair: Brown

Eyes: Blue

Vocal Range: Soprano  
with Mix/Belt

## MUSICAL THEATER

Les Miserables  
Joseph... Dreamcoat  
The Music Man  
Footloose  
Hairspray  
The Secret Garden  
The Drowsy Chaperone  
Anything Goes  
Scrooge: the Musical  
Godspell  
Honk!  
Seven Brides... Brothers  
Oliver!

Cosette  
Narrator  
Marian Paroo  
Wendy Jo  
Tammy  
Principal Dancer  
Ensemble  
Ensemble  
Mrs. Cratchit  
Robin  
Penny  
Liza  
Bet

CYT – Kansas City  
CYT – Kansas City  
CYT – Kansas City  
Spelvin University  
Spelvin University  
Spelvin University  
Spelvin University  
Spelvin University  
CYT – Kansas City  
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## PLAYS

Romeo & Juliet  
Doubt  
Little Women

Lady Capulet  
Sister James  
Beth

Spelvin University  
Unquowa Stage  
Unquowa Stage

## TRAINING

BFA in Musical Theatre and a minor in Dance at Spelvin University, 2013

Classical Voice

Nancy Allen, Catherine Gamble

Dance: Jazz (12) Ballet (15) Tap (10) Modern  
(12) Basic Pointe

Debbie Belue, Carrie Gerow, Maggie Pelton

Acting

Cynthia Tucker, Brent Maddox

## SPECIAL SKILLS

Swing dance (East and West Coast), Kansas Driver's License (Automatic), Unicycle

## WORKSHOPS/MASTER CLASSES

Jen Waldman Master Class

Cheryl Cutlip – Project Dance NYC Workshop