

How to Prepare Your Acting Resume & Headshot for Auditions

1. Acting Resume Guidelines

Formatting & Layout

- **One Page Only** – Keep it clear and concise.
- **Simple Font** – Use an easy-to-read font like Arial or Times New Roman (10-12 pt).
- **Organized Sections** – Follow this format:

What to Include

1. Your Name & Contact Info

- Your full name (in large, bold font).
- Email and phone number (parent/guardian contact if under 18).
- Your height, hair color, eye color.
- (Optional) Your pronouns.

2. Performance Experience

- List roles in **reverse chronological order** (most recent first).
- Use this format: **Role – Show Title – Theater/Company – Director**
- Example: **Dorothy – The Wizard of Oz – Truckee Community Theater – Delana Ryan**
- If you're new, list school or community performances.

3. Training & Education

- Acting, voice, and dance classes.
- Drama programs, workshops, or private coaching.
- Include instructor names if well-known.

4. Special Skills

- Any unique talents (accents, gymnastics, musical instruments, stage combat, etc.).

Final Resume Tips

- ✓ Keep it to **one page**.
- ✓ Print on **plain white paper**.
- ✓ Attach to the **back of your headshot** with staples.

2. Headshot Guidelines

What Makes a Good Headshot?

- **Professional-Looking** – A clear, well-lit photo of your face.
- **Neutral Background** – A solid color or blurred background works best.
- **Natural Expression** – Friendly and approachable, but not overly posed.

Headshot Do's & Don'ts

DO:

- Use a high-resolution image (8x10 is standard).
- Wear simple, solid-colored clothing.
- Ensure good lighting (natural light is great).
- Make sure your face is the focus.




DON'T:

- Use selfies or heavily edited photos.
- Wear distracting patterns or hats.
- Have other people in the picture.

Printing & Submitting

- Print as an **8x10 photo** (matte or glossy).
- Attach to your resume (staple on all four corners).

Final Checklist Before Audition

-  **Resume is one page and up to date**
-  **Headshot is clear and professional**
-  **Both are printed and attached together**

By following these steps, you'll have a polished resume and headshot that make a great first impression! Break a leg at your audition! 🤞🍀