

## The Acting Resume and Digital Portfolio

You must do the following two things by the end of the semester:

1. You must create a Resume with an 8x10 headshot.
2. You must create a digital portfolio website.

Use the following directions to do both:

### RESUMES

Just like any other job resume, your acting resume should reflect your talents and highlight your skills. When putting together your acting resume, only include truthful information. While the industry is big, it isn't that big. People talk and network, so there's a very good chance that someone with whom you have an audition knows someone who knows someone who you say you worked with – so it better be true! No one expects a young actor to have a stellar resume. A small, credible resume is much more effective than a large one padded with lies; eventually, you're bound to get caught! It's better to earn your credits the hard way. In the end it will pay off.

### THE RESUME RULES

Want to land an acting job? Follow these basic resume rules:

1. Your resume should never be more than one page long.
2. Never make the font on your resume smaller than 10pt. It is difficult to read in any situation, whether it's in a well-lit office or a darkened theater.
3. Staple and trim your resume to fit the headshot, or even better, print it directly to the back of your headshot.
4. Don't staple clippings or reviews to your resume; they will just get in the way.
5. Make sure you put your email on your resume. The best, and easiest to remember, is your first and last name, whenever possible (i.e. janesmith@yourserver.com).
6. Make sure to put the web address to your digital portfolio.
7. Put your education and special skills on your resume. Useful skills besides acting count, such as foreign languages, driver's license and valid passport. Make sure that you can do what you say you can do – and do it well. You don't want to promise you can ski if you won't be able to make it down the Bunny Slope on set.

### THE HEADSHOT AND RESUME COMBINATION

Since you'll be handing your resume over with your headshot, you need to have the resume attached to the back of your photo. Many places offer the service of

printing your resume directly to the back of your photo. If this option is in your budget, take it. If not, neatly staple your resume to your photo. Be sure to staple each corner to the photo. Never use paper clips -- the last thing you want is for your photo and resume to be separated; one without the other is useless! And above all, make sure the resume size matches the photo! Nothing says amateur like a big 8 1/2 x 11 resume flapping over the edges of your 8 x 10 photo.

## **TYPES OF HEADSHOTS**

There are two basic types of headshots: commercial and theatrical.

**Commercial:** These should be attractive, warm, and open. Always smile for these shots, with teeth showing, if possible. (You never know if you're going to be up for a toothpaste ad.)

**Theatrical:** These can be more "natural," and should try to represent your characteristics as a person.

The general rule is to use your commercial shot for television and commercial work and your theatrical shot for theater and film. If you're in a showcase, you can use either, depending on which industry professionals may be there. The format for headshots varies throughout the country – from close-ups to 3/4 shots, from bordered to borderless.

## **YOU AND YOUR HEADSHOT**

Casting directors use headshots to get a feel for an actor's type. The headshot should show off your best qualities. Don't dress or use make-up that covers your true nature; let the shot be true to you. Most people need some retouching, but don't go overboard. And by all means, get new headshots if your look changes drastically and/or after a few years have passed. Misrepresenting yourself will only lead to trouble later in auditions. Remember, headshots aren't glamour shots. The casting director is calling in the person he saw in the photo. Make sure the "you" in the shot is the "you" who walks through the door. Often you will be judged by your headshot even before you are called in to have an audition. Let your photo speak for you by being professional, compelling, approachable and, above all, you!

## **DIGITAL PORTFOLIO**

Visit [weebly.com](http://weebly.com) to create a free website. The digital portfolio should not just be a one dimensional page; be creative. Create links to project pages with videos, images, articles, and awards. Make sure you include headshots, modeling samples, print ads, production stills, whatever you can come up with that displays your talents and abilities in the best way. Don't be afraid to showcase yourself; this industry is about the individual actor and making yourself marketable. See the example of an acting resume.