

HELPFUL TIPS WHILE BUILDING YOUR RESUME & USING THE TEMPLATE

I left my own personal experience and titles in my resume so you can have more examples to go off of. I've provided a few tips and answers to some questions you may have as you type up your own resume with the [Basic Acting | Resume Template](#) provided.

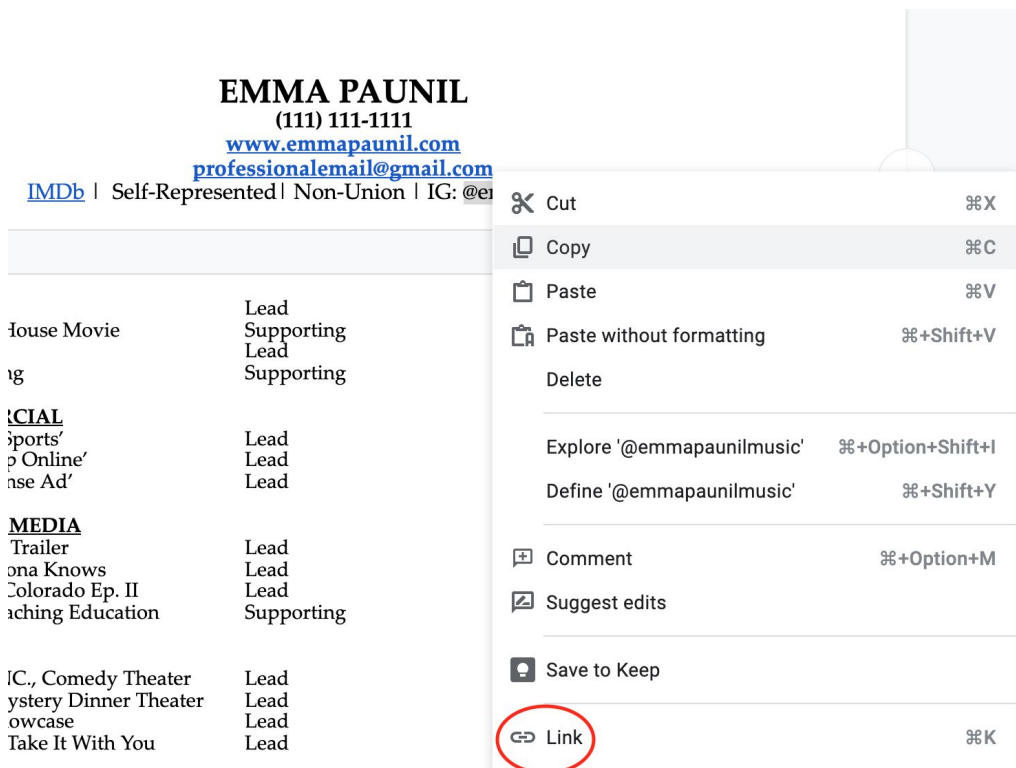
- **Professional Emails:** gmails are quick and easy to make, and *free*. If your email address is pinkfluffykittens@yahoo.com or g3trichfast54@hotmail.com or even janedoe1990@earthlink.net, those are not the most professional email addresses. In general, you want to make your email as straightforward and easy to remember, in accordance to your acting/performing arts business.
 - For example: janedoeacting@earthlink.net is a more professional option. janedoe_actress@gmail.com is also an acceptable option. Try to avoid random numbers, including birth years. DEFINITELY AVOID anything other than your name or business, such as the first two bad examples in the first bullet-point.
- **Do I have to include my phone number?:** I strongly advise you to include one. Your job is to make sure you are easy to contact, especially by the casting director. Casting directors want to make sure you are a real person, and not spammy, and sometimes want to be able to just call you over the phone, just to test out your professionalism. Having a phone number on your resume designed for casting call submissions is a good idea. Be wary of including your phone number on a personal website; however, if you do, consider a business-dedicated phone number.
- **Personal Websites:** These can be made without a fancy “domain name,” which is the address for the website (i.e., I purchased the “domain name” www.emmapaunil.com). I recommend eventually investing in getting your own website if you are seriously considering your acting career. However, acting-dedicated social media sites, linked-in pages, IMDb links (basically an acting specific online database), or “[Actor’s Access](#)” profile is also acceptable.
- **Including Links:** Pdf documents can still connect to external website links! With the digital age, this makes for a convenient way to include website links. However, if your resume is to be printed, make sure you have a resume version

that actually displays the entire web address for the link so that it can be typed. More often than not, however, the resume is now nearly 100% digital (i.e. even when the casting director asks for a printed resume, they tend to also ask for a digital copy).

- **How do I make my link so it doesn't look like I slammed my face into the keyboard on my resume? For example, www.imdb.com/alsl100dfao42ieo/iha**

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1. Highlight the text to which you would like to add your link.



The screenshot shows a resume page for Emma Paunil. The contact information at the top is highlighted in blue. A context menu is open over this text, with the 'Link' option circled in red. The resume content includes a table of roles and a list of media.

Role	Role
House Movie	Lead
	Supporting
ig	Lead
	Supporting
ICIAL	
ports'	Lead
p Online'	Lead
nse Ad'	Lead
MEDIA	
Trailer	Lead
ona Knows	Lead
Colorado Ep. II	Lead
aching Education	Supporting
IC., Comedy Theater	Lead
ystery Dinner Theater	Lead
owcase	Lead
Take It With You	Lead

2. Right click the highlighted text and select the "Link" option.

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M

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: Tiny House Movie

: Letter

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DITAL MEDIA

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The screenshot shows a software interface with a 'Text' field containing '@emmapaunilmusic' and a 'Link' field containing 'www'. A dropdown menu is open, showing 'www.instagram.com/emmapaunilmusic' as the selected option. Other options in the dropdown include 'Internal Revenue Service | An o...' with the URL 'https://www.irs.gov/'. A blue 'Apply' button is located to the right of the fields.

3. A you will then be able to put in your hyperlink (either type or paste).

You can do this through nearly all Microsoft or Google softwares (Google Docs, Microsoft Word, Gmail, etc.) and the directions will all be similar.