

Your N. Ame

11808 Holly Crest Lane
Riverview, FL 33569
your.name@gmail.com

Home: 888-888-8888
Cell: 666-666-6666
Twitter/Instagram

Objective

This is a one or two sentence description of the job you seek. It should be a subtle-or-not-too-subtle regurgitation of the job ad. Demonstrate your ability to paraphrase.

Relevant Experience

Purdue University

August 2005-May 2008

Administrative Staff, Charge Scenic Artist, Properties Supervisor

- Managing a staff of graduate and undergraduate students
- Teaching and mentoring students in the paint and prop shop
- Organizing and monitoring production budgets
- Meeting with faculty and staff in regards to students, productions, or departmental matters
- Evaluating student work

Purdue University

Fall, 2006

Adjunct Professor, Painting for the Theatre THTR 538

- Teaching and mentoring students in personal projects in painting
- Organizing and preparing for each class session
- Analyzing student work
- Recommending and referring students for future endeavors

Hartford Stage Company

August 2003-June 2005

Charge Scenic Artist

- Budgeting productions and seasonal expenditures
- Solving problems to maintain quality within our budget
- Preparing weekly and daily schedules together with the technical director
- Executing designs according to designer's renderings

Mystic Scenic Studios

Summer, 2003

Scenic Artist

- Attending to detailed instructions from charge scenic artist
- Preparing creative scenery and materials
- Collaborating with designers and directors

Huntington Theatre Company

November 2001-May 2003

Assistant Scenic Artist

- Maintaining inventory and ordering supplies
- Drawing and painting

- Executing designs according to the renderings

Hartford Insurance Company: Summers of 1999 and 2000

Data Entry

- Inputting client data using The Hartford's content management system

Volunteer Work

Dog Park Association of Lafayette,
Secretary

2007-2008

- Corresponding with members via e-mail or directly
- Taking notes and recording minutes
- Co-creating and maintaining website
- Planning fundraising events and attending fundraising events

Almost Home Humane Society,
Volunteer

2005-2006

- Recording information on the Petfinder database for the shelter

Education

Brandeis University, M.F.A

Expected Graduation 2001

- Theatre Design/Scenic Art

Clark University, B.A

1998

- Cum Laude [and/or] 3.73 GPA
- Major: Theatre Production
- Minor: History

OR, to conserve space:

Brandeis University, M.F.A

Expected Graduation 2001

- Theatre Design/Scenic Art

Clark University, B.A, Cum Laude

1998

- Major: Theatre Production, Minor: History

Relevant Writing and Technology Skills

- Microsoft Word and Text Edit
- Microsoft Excel
- Microsoft Outlook
- Microsoft Powerpoint
- XHTML coding and CSS style sheets
- Macromedia Dreamweaver and Fireworks
- Adobe Photoshop

References

- Brian M. Person, Executive Director. BP Industries. brianmperson@email.com
- Russ B. Person, Regional Manager. Springfield Power. russbperson@email.org
- Dr. Susan R. Person, Associate Professor. Anywhere University. susanrperson@email.edu

OR

Brian M. Person
Executive Director, BP Industries
brianmperson@email.com

Russ B. Person
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Dr. Susan R. Person
Associate Professor, Anywhere University
susanrperson@email.edu

OR

There's considerable debate about the proper length of a resume. Most "traditional" sources will tell you that a resume should be one page--you will notice that most of the ABO book's sample resumes are one page (and many are far too cluttered in my opinion).

As more companies use machines to scan and sort applicants, it is quite common to have a two-page resume. Don't be afraid of going to a second page. Make sure your resume has as much relevant content/keywords as you can provide, and has a clean and spacious design that won't overwhelm a human trying to read it.