



**RÉSUMÉS AND COVER**  
**LETTERS**

# WHAT MAKES A GOOD THEATRICAL RÉSUMÉ?

- Typed. DUH?!?!???
- Quality Paper
- Clear and readable font
  - 1 page ONLY



# PARTS OF A RÉSUMÉ

- has contact information
- Write a brief, clearly stated objective.
- Indicates education information. If your grade point was 3.0 or higher on a 4.0 scale, indicate that with 3.0/4.0. Omit this if it is not this high!
- Include a work experience section. List in most-recent-to-least order the date/ year, title of each position you've held, and name of organization.

Ada O. Hacker  
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Desired Position: Special Effects Operator

Education: duPont Manual High School/Youth Performing Arts School  
Louisville, Kentucky  
GPA: 3.8/4.0  
Expected Graduation Date: May 2045  
ACT: 36

Professional Theatre Experience:  
2012 Intern Carpenter 1776

Stage One Family Theatre  
Louisville, Kentucky

Educational Theatre Experience:

2012 Carpenter *Little Women*

Youth Performing Arts School

*Macbeth*

Electrician *The Rivals*

Stitcher Dance Concert 2011

2011 Followspot Operator *The Wedding Singer*

Master Electrician *Stepping Out*

References:

Eric Allgeier  
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2012	Carpenter	<i>Little Women</i>	Youth Performing Arts School
		<i>Macbeth</i>	
	Electrician	<i>The Rivals</i>	
	Stitcher	Dance Concert 2011	
2011	Followspot Operator	<i>The Wedding Singer</i>	
	Master Electrician	<i>Stepping Out</i>	

**References:**

Eric Allgeier Scenic Designer Youth Performing Arts School 1517 S. 2 <sup>nd</sup> Street Louisville, KY 40208 Eric.allgeier@jefferson.kyschools.us	Amy Berry Costume Designer Youth Performing Arts School 1517 S. 2 <sup>nd</sup> Street Louisville, KY 40208 Amy.berry@jefferson.kyschools.us	Jen Groseth Lighting/ Sound Designer Youth Performing Arts School 1517 S. 2 <sup>nd</sup> Street Louisville, KY 40208 Jennifer.groseth@jefferson.kyschools.us
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- If there is space, include personal **achievements and special skills**.. They also may indicate leadership abilities. Things like BETA club, NHS, honor roll, awards are wonderful (after freshman year, however, drop all references to middle school)
- **References** at least three. Include contact info and email. DO NOT include personal references only theatre related.
- **Proofread** the resume, and if possible, ask a friend to read it as well. Spelling and grammatical mistakes can hurt the résumé's success.

# COVER LETTERS



# FORMAT

- Résumé Paper (bond)
- 1" margins all sides
- Single Spaced TNR or Arial 12 pt font
- Your Contact Info (with email)
- Date
- Recipient's name/ address
- To?
- Body
- Sincerely
- Signature
- Your Name
- Enclosure

Your Name Here  
Complete Street Address  
City, State Zip Code  
(502) Phone #  
Email Address

← 1 space here

Today's Date, Year

← 1 space here

Recipient's Name Here  
Department or Title  
Complete Street Address  
City, State Zip Code

← 2 spaces here

Dear Dr. Keepers:

Use the first paragraph of your letter to introduce yourself, explain how you heard about the available position, or note the reason for which you are writing the letter. Every paragraph should contain more than one sentence. Generally, the first sentence serves to introduce the remainder of the paragraph. The first paragraph should also include some indication of the position for which you are applying.

Use the additional paragraphs to expound upon your qualifications and job experience. Tailor the paragraph to fit the specific job for which you are applying. For example, if you are applying to work as an electrician, you should talk about some of the challenges you have previously faced and overcome as an electrician for previous productions. If you have never been an electrician, you would use this paragraph to explain how your related experiences (as a carpenter or tailor) have prepared you for the challenges you will face as an electrician.

In a cover letter, you should never re-state your resume; the purpose of a cover letter is to entice the reader to examine your resume. You should write about the experiences you have had that are not specifically listed on your resume. Write about challenges you encountered and how you overcame them. Write about your problem-solving skills, "people" skills, or other technical skills. In each case, give specific examples to support your cause. Do not use the cover letter as a tool for "name-dropping"

Use the cover letter to make the prospective employer decide that you are a definite contender for any available position for which you are applying. The letter should define you as the perfect solution to a prospective employer's hiring dilemma.

Use the last paragraph to request an interview (on a specific date, if necessary) at which you will present your portfolio and/or other technical credentials. Always run "Spell Check" before you save and/or print the cover letter. Sign the cover letter in the space provided after "Sincerely".

Sincerely,

← 3 spaces here

*Your Signature Here*

Type Your Name here

← 2-3 spaces here

Enclosure



# GRAMMAR AND YOUR COVER LETTER

## The Start

- Dear Personnel Director,  
Dear Sir or Madam (use if you don't know who you are writing to)  
Dear Mr, Mrs, Miss or Ms (use if you know who you are writing to, and have a formal relationship with - **VERY IMPORTANT** use Ms for women unless asked to use Mrs or Miss)  
Dear Frank (use if the person is a close business contact or friend)

## The Reference

- With reference to your advertisement in the *Times*, your letter of 23<sup>rd</sup> March,  
your phone call today,  
Thank you for your letter of March 5<sup>th</sup>.

## The Reason for Writing

- I am writing to enquire about  
apologize for  
confirm

## Agreeing to Requests

- I would be delighted to

## Enclosing Documents

- I am enclosing  
Please find enclosed  
Enclosed you will find

## Closing Remarks

- Thank you for your help Please contact us again if we can help in any way.  
there are any problems.  
you have any questions.

## Reference to Future Contact

- I look forward to ...  
hearing from you soon.  
meeting you next Tuesday.  
seeing you next Thursday



# POWER WORDS

- Accomplished
- achieved
- Advised
- communicated
- Conducted
- Designed
- Developed
- directed
- Doubled
- edited
- Evaluated
- Hired
- Improved
- Increased
- Installed
- interviewed
- Led
- Managed
- Persuaded
- Planned
- Recommended
- Reconciled
- Reduced
- Sold
- supervised



## DON'T REGURGITATE YOUR RESUME

- Instead of just repeating yourself (“I was in charge of reviewing invoice disputes”), use your cover letter to describe additional details that you weren’t able to squeeze onto the single page of your resume: “By resolving invoice disputes, I gained a deep analytical knowledge—but more importantly, I learned how to interact calmly and diplomatically with angry customers.” A cover letter gives you the freedom to use full sentences—instead of bullet points—so use them to expand upon your resume points and tell the story of why you’re the perfect fit for the company.



# THINK NOT WHAT THE COMPANY CAN DO FOR YOU

- A common cover letter mistake? Talking about how great the position would be for you and your resume. Frankly, hiring managers are aware of that—what they really want to know is what you're going to bring to the position and company.



## DON'T APOLOGIZE FOR SKILLS YOU DON'T HAVE

- When you don't meet all of the job requirements, it's common for job seekers to use lines like, "Despite my limited experience with marketing..." or "While I only have work experience doing administrative tasks..." But why apologize? Instead of drawing attention to your weaknesses, try to focus on the skills you do have, says [career expert Lily Zhang](#). "Stay positive, focus on your strengths, and immediately launch into your transferable skills and infectious enthusiasm for the position."



## BE REAL

- “Honest, genuine writing always goes much, much further than sticking to every dumb rule you’ve ever read in stale, outdated career guides and college textbooks,” explains Foss.



## ...AND NORMAL

- We can't tell you how many cover letters we've seen from people who are “absolutely thrilled for the opportunity” or “very excitedly applying!” Downplay the adverbs a bit, and just write like a normal person.



## CUT THE FLUFF

- Avoid, at all costs, describing yourself as a “team player” or a “people person,” says Broussard. “Instead, show off your skills with descriptive statements like ‘I’m an expert communicator with experience bringing together diverse departments to develop a cohesive program.’ It’s longer—but it’s also stronger.”



# BOOST YOUR CONFIDENCE BEFORE WRITING

- Writing guru [Alexandra Franzen](#) offers a simple mind trick that will dramatically change the way you write cover letters: Pretend. “Pretend that the person you’re writing to already loves and respects you. Pretend that the person you’re writing to already believes that you’re worthy and valuable. Pretend that the person you’re writing to doesn’t need a big sales pitch,” she explains. Then, write. Your words will come out so much easier.



## DON'T LET YOUR FEAR OF BRAGGING GET IN THE WAY

- If you tend to have a hard time writing about yourself, here's a quick trick: Imagine you're someone else writing a letter about yourself. Think from the perspective of a friend, mentor, or previous employer—someone who would only sing your praises—and then write the letter from her point of view!



## HAVE SOMEONE ELSE CHECK IT

- Have a friend take a look at your cover letter, and ask him or her two questions: *Does this sell me as the best person for the job?* and *Does it get you excited?* If the answer to either is “no,” or even slight hesitation, go back for another pass.



## KEEP IT SHORT AND SWEET

- There are always exceptions to the rule, but in general, for resumes and cover letters alike, don't go over a page. "According to the Orange County Resume Survey, almost 70% of employers either want a half page cover letter (250 words) or 'the shorter the better,' approach," writes Slack.



# DON'T START WITH YOUR NAME

- Because, well, the hiring manager can see it already on your resume. Get right to the point with what you can bring to the job.



## BUT DO INCLUDE THE HIRING MANAGER'S NAME

- Use the person's first and last name, including a "Mr." or "Ms." (e.g., Mr. Jack Smith). Never use "To Whom it May Concern" or "Dear or Sir or Madam"—nothing could be more generic (not to mention archaic).



# SUMMARY

- Send it to a specific person. Be sure you know their correct title and address.
- Create enough interest in your opening that the employer feels compelled to continue reading.
- Make your cover letter one page with three to six paragraphs.
- Highlight how your experiences and accomplishments match the needs of the employer.
- Ask for an interview **and** how you plan to follow up with the employer.
- Check and recheck your cover letter for mistakes in grammar, punctuation, and spelling.
- Have someone else proofread and critique your cover letter.
- Select quality bond paper that matches your résumé.
- Use a letter-quality or laser printer and black type.
- Fold and mail your cover letter and your résumé in a matching envelope or mail them flat in a 9" x 12" white or manila envelope.



Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name,

I am interested in the studio assistant position advertised on XYZ. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

With my background in art and psychology, I am confident that I would make a very successful and creative studio assistant. Having worked for the non-profit organization CountyArts, I have been exposed to a number of aspects of the art world. My experience as artist assistant at the Museum of Art demonstrates my capability of working with others through the creative process of production while meeting the challenges presented to me. Also, my education in psychology has allowed me to learn the nuances of people and has provided me with good investigative and analytical skills that will suit your needs for customer assistance.

I would appreciate the opportunity to make a substantial contribution by exploring the business of applied art through your design firm. I welcome the opportunity to meet with you to further discuss my candidacy and will call next week to see if we might arrange a time to speak. Thank you for your time and consideration.

Sincerely,

Signature

FirstName LastName

enclosure



Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Mr.LastName,

I read about Company X's retail management training program in *College Graduate Magazine* and I would like to inquire about the possibility of openings.

I am interested in a career in retail management and am planning to relocate to the New York City area in the near future. I would be interested in learning more about the company and about available opportunities.

I have a Bachelor of Science degree in Management and Business, as well as retail experience as a Sales Associate and Key Holder. In addition, I completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

*Your Signature*

Your Typed Name

