

MY NAME

ROLE

CONTACT DETAILS (email & mobile)

ONLINE PRESENCE - If relevant

(Include if you are /or hope to work in visual/sound/creative areas rather than production)

PERSONAL STATEMENT

2-3 sentences about who you are, what you do/genre/experience in relevant areas.

TECHNICAL SKILLS

List all areas of competency. Don't exaggerate. Use industry language and specifications.

CREDITS/WORK EXPERIENCE

PRODUCTION NAME: XXX

ROLE: XXX

HOD: XXX

DATE: Month (s) & Year

WHO FOR: Production Co Name & Broadcaster/Film Release

A short explanation of role if new entrant.

(Repeat this pattern - starting with most recent credits)

SKILLS AND KEY INFORMATION

Include Driving License/car owner

Positions of responsibility

TRAINING AND EDUCATION

Only need most recent education achieved. i.e. University Degree.

Include accredited courses. E.g. Health & Safety, 1st Aid Training.

REFERENCES

Two references, who you have confirmed are happy to be named on your CV and will give you a good reference!

NOTES:

1. REMEMBER TO CALL YOUR CV FILE NAME IN THE FOLLOWING FORMAT:
"your name_role_year"
Eg: "Joe Bloggs_Trainee Camera Assistant_2015"
2. NO MORE THAN 2 PAGES MAX - New entrants/runners - 1 page max
3. EDUCATION – list most recent/relevant.
4. CREDITS - start with most recent. Don't blag - you will get discovered.
5. UPDATE/ADAPT YOUR CV REGULARLY - to suit the role or post you are applying for. Remember - once you are established you don't need to include every credit.
7. SPELL CHECK EVERYTHING!
8. WRITE IN 3RD PERSON.
9. MAKE LINKS LIVE.
10. CHECK IT THOROUGHLY/SAVE AS A PDF OR SIMILAR - So text/formatting stays in place when printed or displayed.