

## Sample Cover Letter 1

YOUR NAME

Your street address, City, State, Zip – Phone number – Email Address

ABC Theater Company  
65 Wiltern Street  
Boston, MA 00000

Dear Ms. Employer:

I am writing to apply for the stage manager position at ABC Theater Company. I have been heavily involved in theater since my freshman year in high school and during the past two years I have been the stage manager on 4 productions at Eastern Connecticut State University. I believe my knowledge, skills and experience make me a great candidate for your position.

I have learned about the various crafts and creative skills required to stage a play. I have found I have strong leadership abilities in taking a play from inception through closing night and managing all the moving parts to make the play a seamless whole. I have stage managed four plays at ECSU, two main stage productions and two black box theater productions. I created the schedules and managed the various technicians involved in staging the plays.

One of the most challenging experiences I had was (describe the experience and how you rose to meet the challenge. This paragraph is about you describing elements about your experience that prove you are fully capable for the challenge.

This paragraph should have some detail and insight about you that might set you apart from the competition. Perhaps you have a relative who has worked in regional theater all your life, or perhaps your first experience seeing a play changed your life in a significant way, this is your chance to separate yourself from the competition.

I believe my motivation, experience and determination will make me a successful stage manager at ABC Theater Company. Add something unique about the theater company that you learned through research and that you find attractive (I am impressed that ABC Theater Company has been providing live theater to the upstate NY area for over 20 years and I would cherish the opportunity to help continue that successful streak of productions). I look forward to speaking to your in more detail about the position and my qualifications.

Thank you for your time and consideration.

Sincerely,

Your Name

## Sample Letter 2

YOUR NAME

Your street address, City, State, Zip – Phone number – Email Address

ABC Post-Production Studios  
65 Hollywood Blvd.  
Hollywood, CA 00000

Dear Mr. Employer:

I write to apply for a post-production assistant position with ABC Post-Production Studios. During the past four years I have learned about film production from inception of an idea through the final stages of post-production. I am particularly interested in post-production and editing.

I am very impressed with the quality of the work that is created by ABC Post-Production Studios. I like that your company works on a variety of projects. I am sure that I would be able to continue to learn and grow with your company. (this paragraph is where you want to highlight why you are drawn to this employer).

I have experience working on and feel competent on various editing software, including Avid MediaComposer, DaVinci Resolve, and Premiere Pro. I feel confident in my ability to learn new software quickly. I have experience editing projects from start to finish and I even edited two promotional videos for a nonprofit organization. These two projects are being used professionally. (this paragraph is where you discuss your skills and knowledge and hopefully can point out a unique experience).

I believe I would be an exceptional post-production assistant for ABC Post-Production Studios. I am driven to have a career in post-production. I have strong communication, problem solving, and multi-tasking skills. I feel that ABC Post-Production Studios would be a great company to work for and I look forward to talking to you further about my skills and knowledge. (this paragraph is where you can connect yourself to the company one more time – try to add something unique about yourself that will help you stand out).

Thank you,

Your Name

# PETER JACKSON

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## CONTACT

34 Wilson Lane  
Clinton, CT 00000  
[pjackson@gmail.com](mailto:pjackson@gmail.com)  
(860)555-5555

## EDUCATION

Eastern Connecticut  
State University  
B.A. Theater  
Minor: Film Studies  
May 2020

## SKILLS

Avid MediaComposer,  
Premiere Pro, Celtx,  
Word, Excel, Digital  
Film Equipment,  
Time Management,  
Critical Thinking, Flexible,  
Persistent, Verbal and  
Written Communication.

## REEL

[www.vimeo.com](http://www.vimeo.com)

## PRODUCTION EXPERIENCE

<i>Shatter</i> , short narrative film	2020
Director, Camera Operator, Editor	
<i>Could Be You</i> , short PSA	2020
Producer, Writer	
<i>Access, Inc.</i> , short informational film	2019
Director, Writer, Editor	
<i>Main Street Tees</i> , commercial	2019
Production Assistant	
<i>Not You</i> , 48 hour short film project	2019
Producer, Writer, Camera Operator	
<i>Jacob</i> , short documentary film	2019
Producer, Camera Operator	
<i>Table for 2</i> , short narrative film	2018
Production Assistant	

## WORK EXPERIENCE

Subway, sandwich maker and cashier	2018-
TGI Fridays, waitstaff	2016-18
Shoes, Inc., shoe salesperson	2015-16

Sample Resume 2 - Theatre **Your Name**

**Union affiliation/s (if any) go here  
(123) 456-7980**

**Representation (if any)**

**Vocal Range**

Height: 5'2"

Weight: 128

Hair: Black

Eyes: Brown

**THEATRE:** *(in reverse chronological order)*

SHOW <i>(in CAPS)</i>	<i>Role (in italics)</i>	Producing Organization
SHOW	<i>Role</i>	Producing Organization/ <i>(well-known Director)</i>
SHOW <i>(w/famous fellow actor's name)</i>	<i>Role</i>	Producing Organization
SHOW <i>(Staged Reading)</i>	<i>Role</i>	Producing Organization
UNGODLY LONG...TITLE	<i>Role</i>	Producing Organization, Location

**FILM:**

MOVIE TITLE	<i>(type of role)</i>	Producing Organization/ Well-known Director
WORKING TITLE	<i>Co-star</i>	Producing Organization/ Well-known Director

**TELEVISION:**

SHOW	<i>(type of role)</i>	Network/Well-known Director
SHOW	<i>Guest Star</i>	ABC/Well-known Director

**TRAINING:**

Eastern Connecticut State University B.A. in Theatre (expected graduation May, 2021)

Voice	Singing (4 years) – Vocal Coach Linklater Technique – Vocal Coach
Movement	Ballet (4 years) – Dance Instructor Feldenkrais (basic) – Movement Coach
Acting	Stanislavski – Acting Professor Period Styles – Acting Professor

Workshops	Title of Workshop (Instructor); Michael Chekhov Audition Technique (Ragnar Freidank); Tap in the 1920s (Instructor)
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**SPECIAL SKILLS:**

Dialects (Australian, Texan, Bostonian); Gymnastics (11 years); Spanish (conversational); French (basic); Tennis (State Champion '14,'16).

## Sample Resume 3 and 4 – Theatre Directing

**Ron Bashford** ~ director

ronbashford.com

ron@ronbashford.com

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### DIRECTING

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#### Plays and musicals, 1994-present

<i>Much Ado About Nothing</i>	Independent Shakespeare Company, Los Angeles CA
<i>A Midsummer Night's Dream (concert)</i>	Independent Shakespeare Company
<i>What The Butler Saw*</i>	North Carolina Stage Company, Asheville NC
<i>Dead Man's Cell Phone*</i>	Immediate Theater Project, Asheville NC
<i>Fever/Dream</i>	Warren Wilson Theatre, Swannanoa NC
<i>The Winter's Tale</i>	Warren Wilson Theatre
<i>A Number</i>	North Carolina Stage Company
<i>4.48 Psychosis</i>	Warren Wilson Theatre
<i>Thom Pain</i>	Warren Wilson Theatre
<i>You Can't Take It With You</i>	Warren Wilson Theatre
<i>Moonlight and Magnolias</i>	North Carolina Stage Company
<i>Macbeth**</i>	North Carolina Stage Company
<i>The Comedy of Errors</i>	North Carolina Shakespeare Festival, High Point NC
<i>A Midsummer Night's Dream</i>	NEA funded schools tour & North Carolina Stage Company
<i>All In The Timing*</i>	North Carolina Stage Company
<i>Arcadia</i>	Warren Wilson Theatre
<i>Our Town</i>	Warren Wilson Theatre
<i>Lone Star Love (Asst. to Michael Bogdanov)</i>	John Houseman Theater, NYC
<i>The Syringa Tree</i>	North Carolina Stage Company
<i>As You Like It</i>	North Carolina Shakespeare Festival
<i>Lone Star Love (Asst. to Michael Bogdanov)</i>	Great Lakes Theater Festival, Cleveland OH
<i>Art**</i>	North Carolina Stage Company
<i>The Secret Garden</i>	Clarence Brown Theatre Company, Knoxville TN
<i>Loot</i>	North Carolina Stage Company
<i>Hamlet* **</i>	North Carolina Stage Company
<i>Hedwig and The Angry Inch</i>	North Carolina Stage Company
<i>You Can't Take It With You</i>	Southwestern University, Georgetown TX
<i>Picasso At The Lapin Agile</i>	Capital Repertory Theatre, Albany NY
<i>All In The Timing</i>	Clarence Brown Theatre Company
<i>Rosencrantz and Guildenstern Are Dead</i>	Southwestern University
<i>Hamlet Trio (director and adaptor)</i>	Southwestern University
<i>The Tragic Destiny of Ettienne Duchamps</i>	New York International Fringe Festival, NYC
<i>Right You Are (If You Think You Are)</i>	Southwestern University
<i>Of Mice and Men</i>	POTP, University of Delaware, Newark DE
<i>Skylight</i>	Capital Repertory Theatre
<i>Dinner with Friends</i>	Hangar Theatre, Ithaca NY
<i>Arms and The Man**</i>	Two River Theatre Company, Manasquan NJ
<i>Don't Dress For Dinner**</i>	Hangar Theatre
<i>A Midsummer Night's Dream</i>	national tour for National Shakespeare Company, New York NY
<i>Blithe Spirit</i>	Hangar Theatre
<i>The Importance of Being Earnest**</i>	Hangar Theatre
<i>The Tempest</i>	Vermont Stage Company, Burlington VT
<i>A Midsummer Night's Dream**</i>	Vermont Stage Company
<i>Safe From the Future*</i>	Raw Space, NYC

\* also scenic and/or costume designer \*\* also sound designer

#### Music, dance and performance collaborations, 1996-present

<i>out there out here</i>	with performers Julie Gillum and John Crutchfield, NC Stage Catalyst Series
<i>Sindbad</i>	Sequitur at Weill Recital Hall, Carnegie Hall, NYC
<i>Pierrot Lunaire</i>	Sequitur at Weill Recital Hall, Carnegie Hall
<i>Red Dust+</i>	Andy Warhol Museum, Pittsburgh PA

<i>Nurse!</i>	with choreographer Rebecca Lazier and Terrain Dance Company, The Kitchen, NYC
<i>Ernst Toller: Requiem for an Idea</i>	Sequitur at The Joyce Soho, NYC
<i>Power: A Cabaret</i>	Sequitur at Joe's Pub at The Public Theatre, NYC
<i>Money: A Cabaret</i>	Sequitur at Joe's Pub at The Public Theatre
<i>Songs of Sex and Solitude</i>	Sequitur at The Knitting Factory, NYC
<i>Men-Children Only</i>	with composer Harold Meltzer, Sequitur at Theatre 80 St. Marks
<i>The Consolations of Scholarship</i>	Sequitur at Merkin Hall
<i>Music for Gracious Living</i>	Sequitur at Merkin Hall

+creative consultant, will assume future direction

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## AWARDS

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### **Alley Audience Awards, 2008**

Best Production and Best Director, *Moonlight & Magnolias* (director), North Carolina Stage Company

### **Alley Audience Awards, 2008**

Best Actress and Best Lighting Design, *Macbeth* (director), North Carolina Stage Company

### **Mountain Express Readers' Choice Awards, 2007**

Show of 2007, *A Midsummer Night's Dream* (director), North Carolina Stage Company

### **Lucille Lortel Awards for Outstanding Off-Broadway Achievement, 2005**

Nominee, Outstanding Musical, *Lone Star Love* (assistant director), John Houseman Theater, New York NY

### **Knoxville Area Theatre Coalition Awards, 2003**

Best Director of a Musical for *The Secret Garden* (director), Clarence Brown Theatre, Knoxville TN

### **Mountain Express Reader's Choice Awards, 2003**

Best Production (tie) for *Hamlet* (director and production designer), North Carolina Stage Company Best Production (tie) for *Hedwig and the Angry Inch* (director), North Carolina Stage Company

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## EDUCATION

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### **MFA in Theatre (Acting), 1992**

Professional Theatre Training Program, University of Delaware, Newark DE

### **BA in Music, 1988**

Amherst College, Amherst MA

◆ Edward Poole Lay Fellowship (post-grad), Roland Wood Best Actor Prize, Phi Beta Kappa

### **Additional courses and summer programs in theatre, 1985-1988**

- ◆ City of London University, London UK (courses in improvisation and voice)
- ◆ National Shakespeare Conservatory, New York NY (summer conservatory program)
- ◆ Harvard University / American Repertory Theatre, Cambridge MA (summer courses in acting)
- ◆ Williamstown Theater Festival, Williamstown MA (apprentice program; full scholarship)

# Victor Vision

vision\_director@asta.com

(661) 555-7777

## Directing

"Far" (premiere)	Director	CSUB
<i>Actor's Nightmare</i>	Director	Empty Space
<i>Grapes of Wrath</i>	Director	Bakersfield Community Theatre
<i>Hotel Paradiso</i>	Asst. Dir. to Mandy Rees	CSUB
<i>A Lesson Before Dying</i>	Asst. Dir. to Maria-Tania Becerra	CSUB

## Stage Management

"New Kid"	Kamala Kruszka, dir.	CSUB and on tour
<i>Tartuffe</i>	Zoe Saba, dir.	CSUB

## Acting

Fool	<i>King Lear</i>	Randy Messick	Bakersfield College
Ensemble	<i>Chicago</i>	Mandy Rees	CSUB
Fenton	<i>Merry Wives of Windsor</i>	Maria-Tania Becerra	CSUB

## Education

**A.A.** Bakersfield College, June 2013 Acting:

Randy Messick, Bob Kempf

**B.A. in Theatre**, California State University, Bakersfield (CSUB), expected June 2015

Directing: Mandy Rees

Stage Management: Chris Eicher

Acting: Mendy McMasters

Theatre for Youth: Kamala Kruszka

Stagecraft, Technical Theatre and Design: Chris Eiche