

READ THIS RED BOX BEFORE YOU CREATE YOUR RESUME OR UPDATE YOUR RESUME

- Once you have received your headshot, start creating your resume, follow the outline below.
- The sample resume format below is an industry standard. **DO NOT USE ANY OTHER FORMAT THAN BELOW!!**
- Resume must be only **one page, one side**. Prepare your resume in a **Word Document**. We can make small changes easily.
- You **MUST** email your resume as an attachment in a Word Document for approval to Pat@ImagesAgency.com
Approval of resume will take 5 to 7 business days, do not delay getting your resume completed and approved.
- If you have signed with a manager from our Agent Day, MDW Showcase, or Industry Network, add this to the resume.
- When you have finished creating your resume, make sure you have **DELETED THIS RED BOX & ANY RED GUIDELINES BELOW**. If you do not have a Manager, please delete this from your resume.
- After approval, you will staple your approved resume to all four corners of your headshot. Make sure both headshot & resume are facing out.
- Save your Resume file name in this format on your desktop: **First_Last Name_Resume_Month_Year** (this is how we know your resume is current: who you are, what document.)

Rev 8/25

Your First and Last Name Here

Agency

Images Agency Models & Actors
St. Louis, MO
(314) 372-0505
Email: Bookings@ImagesAgency.com

Manager

Company Name
Location:
Phone #:
Email:

Personal Information

Height: feet & inches
Weight: pounds
Hair: color
Eyes: color
DOB: mm/dd/year

Include Only if 17 & under

Film/Video Experience:

Name of Film	Part Played	Location City, State
<i>Delete this category on your resume if you have no experience in this field</i>		

Commercial Experience:

Client Name	Character Played	Location City, State
<i>Delete this category on your resume if you have no experience in this field</i>		

Theatre Experience:

Name of Play	Character Played	Location City, State
<i>Delete this category on your resume if you have no experience in this field</i>		

Print Experience

Client Name	Photographer	Location City, State
Studio 7	Clyde Thomas	St. Louis, MO

Training:

Name of workshop	Instructor's First & Last Name	Location City, State
<i>Don't list the office codes. List the name of each workshop, e.g., Improv, Scene Study, Voice & Diction, etc.</i>		
<i>Delete this category on your resume if you have no training</i>		

Achievements/Special Skills.

List awards received, include year received
List sports played, include number of years played
List musical instruments, include number of years played
List Hobbies/Special Skills: (e.g. Carpentry, Cooking, Pottery, Gaming, Horseback Riding, etc.)

Languages Spoken: (e.g. ASL, Spanish, French, etc.) After the language specify (Fluent, Intermediate, Some)
Bold category as shown Do not list English, that is a given.

Passport: Expiration Date **Bold category as shown** *Delete this category if you do not have a CURRENT passport*