Resume Checklist

☐ Proofread!

☐ Include your name, contact information, and type of work you seek in the header of the resume.

☐ Select a uniform style of presentation. For example, most recent work goes at the top, genres of shows grouped together, etc. Be logical and be consistent.

☐ Do not crowd the page, the flow should be easy to read and sections easy to define.

☐ Do not include references upon request. You must provide a list of references including phone numbers and email addresses, although it may be a separate document. If you are posting your resume online, you may replace with "references upon request" for security purposes. (See more about references below.)

☐ Focus on relevant experience and tailor your resume to your audience and the position(s) you seek. You do not need include every production credit. You may include a related work section if you have numerous relevant credits.

☐ Theatre specific and academic resumes rarely include a career objectives statement at the top of the resume. These may be appropriate on resumes posted to broad based online job search site or state job recruitment sites. An employer using those sites may only see the first ten lines of your resume and then decide whether or not to download the entire document.

☐ Your resume may need to be frequently revised for similar jobs. If Human Resources or a computer scan is the initial review point, labeling your work using the same language as the advertisement may increase the chance that it is actually read.

☐ When listing your degree, be sure to list full degree, institution. While still in school, list your anticipated graduation date. Any specific department accreditations (NAST, etc.) may be listed as well. Graduation year should only be included if you are 15 years out or less.

☐ If submitting files digitally, include your name in the file title and save it in PDF format i.e. John_Doe_Resume.pdf. This format helps ensure that your document will not lose formatting during submission and transmission. Additional, the inclusion of your name aids in making your submission easily recognizable and searchable.

Cover Letter Checklist

- ☐ Proofread!

- ☐ Include your name, contact information, and type of work you seek in the header of the resume.

- ☐ Select a uniform style of presentation. For example, most recent work goes at the top, genres of shows grouped together, etc. Be logical and be consistent.

- ☐ Resume and cover letter should be stylistically similar- same letterhead or headings when appropriate, same font and layout style, etc.

- ☐ Do no use to "Whom it May Concern". Use a specific name or Members of the fill-in-the-blank Committee. Do your research.

- ☐ Use the specific advertisement to craft your letter. Be sure to address minimum requirements from the advertisement using the same language as the job posting.

- ☐ Do not ignore a specified skill or experience that you do not possess. Either indicate how your previous experience prepares you to take on that responsibility or indicate your interest in expanding your skill sets.

- ☐ Research the organization and institution so you can relate your experience to that setting or specify what interests you about the group.

- ☐ Most cover letters are one page. However, don't be afraid to spill onto another page if you need the space to fully address the application.

- ☐ Be concise in your writing. Address your skills and strengths to the company as efficiently as possible. However, don't simply say "see attached resume and give me a call." Expansive prose or flowery language will not serve you well in business documents.

- ☐ Use language appropriate to your audience. Human Resources staff members do not speak lighting jargon.

- ☐ While using cut and paste for cover letters is an easy option; starting from scratch may help maintain quality and force you to directly address each opportunity specifically.

- ☐ If you use cut and paste pay particular attention to the addresses, salutation, and any mention of organization names throughout the letter to avoid embarrassment.

- ☐ If submitting files digitally, include your name in the file title and save it in PDF format i.e. John_Doe_Cover_Letter.pdf. This format helps ensure that your document will not lose formatting during submission and transmission. Additional, the inclusion of your name aids in making your submission easily recognizable and searchable.

Reference Checklist

☐ Give your reference a copy of the job posting and a few details about what areas you hope he or she will address.

☐ Ask your references to supply the contact information they prefer you use.

☐ Make sure the reference knows the timetable for completing your application packet.

☐ Make sure the reference is willing to write and upload confidential letters if required. Application processes may distinguish between the value of confidential letters of reference (those you never see) and those you can read because you upload them to the application.

☐ Create a universal reference group that can be listed as phone references for a variety of kinds of job applications. Make that group aware of the range of positions you are exploring and that they may receive many phone calls from different potential employers.

☐ Some positions will require all reference letters to be uploaded in a single PDF. Purchase an inexpensive ghost printer that creates PDF files if you do not have Acrobat Pro.

☐ Make sure the reference has your latest resume or CV.

☐ Provide preaddressed, stamped envelopes for applications that require hard copy letters.

☐ If you have a reference page, group names and contact information logically. For example, you might have a group of professional references and one of academic references.

☐ Keep references posted on your job search with regular updates on your applications and what each job entails. This is particularly important if they are fielding phone calls instead of writing letters.

☐ Periodically ask references if they still have the time to continue supporting your endeavors. Finding a job can take some time.

☐ Your references should include directors and other designers outside lighting who have worked with you on a production and can speak to collaborative style.

Website Packaging Checklist

☐ Choose a url title that reflects professionalism.

☐ Choose content for your landing page carefully. It is the first impression.

☐ Pages/titles are clear and concise facilitating easy navigation through the site.

☐ Your resume, cover letter, business cards, and portfolio should be a consistent color scheme and layout that enhances your work.

☐ Your digital web page may be viewed on mobile devices. Use gomobi or some equivalent to make sure it looks good in that format.

☐ Use an image resolution appropriate for web viewing (i.e. no pixilation).

☐ Choose image digital size with download times in mind.

☐ View your site on multiple devices, browsers, and operating systems to ensure consistency across platforms.

☐ A downloadable version of your resume should be available. Consider removing address and phone information.

☐ Use a contact form as opposed to listing your email and/or phone number to help eliminate spam.

☐ It is acceptable to list "references on request" for web versions. Protect your references privacy as you protect yours (email, address, and phone).

☐ You may wish to include a downloadable version of your digital portfolio. This is an easy alternative to transmitting large portfolio files via email.

☐ Watermark all images if you hold the copyright.

☐ Give appropriate credit to the other artists who worked on the productions displayed as well as credit to the photographer.

☐ Consider including a short conceptual description of each show. Your website will almost always be viewed without you in the room.

☐ Include keywords and meta-data to make your site more search friendly.

Final Checklist

☐ Proofread!

☐ Provide exactly what your audience is asking for, whether it is a digital copy, hard copy, or a website.

☐ Build your portfolio to be visually consistent across platforms, particularly if you are not applying for a specific position. Your digital web page may be viewed on mobile devices.

☐ Create a package that reflects your personal brand.

☐ Your resume, cover letter, business cards, and portfolio should be a consistent color scheme and layout that enhances your work.

☐ Keep your portfolio up to date. Plan some time after each production (or quarterly) to maintain your portfolio in all its forms, print/web/etc.

☐ If traditional portfolio is requested do not send original material.

☐ Determine if your work will be returned. Some search committees do not return any material.