

- Once you have received your edited headshot, start creating your resume, follow the outline below.
- The sample resume format below is 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**. You can make changes easily.
- You **MUST** send your resume in a Word Document for approval to [Pat@ImagesAgency.com](mailto:Pat@ImagesAgency.com) **Approval of resume will take 5 to 7 business days, do not delay getting your resume completed and approved.**
- When you have created your resume, make sure you have **DELETED THIS RED BOX & RED GUIDELINES BELOW**.
- After approval, you will staple your approved resume to all four corners of your headshot. Make sure your resume is facing out.
- Save your Resume file 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 10/23

## Your First and Last Name Here

### Agency

Images Agency Models & Actors (STL)  
 (314) 372-0505  
 Email: [Bookings@ImagesAgency.com](mailto:Bookings@ImagesAgency.com)

### Personal Information

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

**Include Only if 17 & under**

*Make sure this is BOLD, delete this category if you are NOT vaccinated*

### Film/Video Experience:

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

### Commercial Experience:

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

### Print Experience

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

### Voice-over Experience

Client Name	Character	Location City, State
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*Delete this category on your resume if you have no experience in this field*

### Theatre Experience:

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

### Training:

Name of Course	Instructor's First & Last Name	Location City, State
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*Don't list the office codes. List the name of each workshop, e.g., Improv, Scene Study, Voice & Diction, etc.*

### Achievements/Special Skills – *Do not list if information is more than five years old.*

- List awards received.
- List sports played and number of years played.
- List hobbies
- List special skills

### **Language Spoken: ASL, French, Spanish, etc.** After each language list if you are: **Fluent, Intermediate, Some.**

*Make sure this is BOLD, delete this category on your resume if you ONLY speak English*

### **Passport: Expiration Date** *Make sure this is BOLD, delete this category if you do not have a CURRENT passport*