***Building the Technical Theatre Resume and Presence***

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**Resume Style and Substance** – everyone has an opinion. I have provided several templates and examples, but ultimately the amount and kind of experience you have and your own taste will determine what style of resume format you follow. **The key things to bear in mind are:**

* One page, photo only necessary if called for by organization
* Contact information is important – otherwise they can’t offer you a job
* Clearly readable – not messy. This is a design choice. Similar to but not exactly like an actor’s resume.
* “Objective” is unnecessary because you have a cover letter or application
* “Education” is less important than what you plan to do with it, so put it toward the bottom.
* Since you don’t have much experience right now all experience is related – find a creative way to incorporate related information
* SPELL EVERYTHING CORRECTLY – DOUBLE CHECK ALL NAMES
* Credit the people with whom you worked directly
* Use reference contact information by permission and keep in contact / maintain permission.

**Building the Technical Theatre Website:**

* Keep it Simple.
* Purchase a domain name that is your name. You can do this through a website builder such as Wix or Squarespace even after you create your website.
* Use a simple template without too many bells and whistles – don’t worry about paying for premium, the banner advertising wix or squarespace isn’t too invasive.
* Don’t overdesign – let your work speak for itself on a neutral, pleasant background
* If you’re using a physical portfolio, use the same design aesthetic to produce the pages of that portfolio.

**Branding:**

* Use similar fonts and colors in your website to your resume and business card – this is called “branding” – make sure the fonts and colors aren’t too distracting on your website but are attention-getting when you give people materials.
* Don’t get too many business cards – get 100 to start, or even just print out a sheet. You have plenty of time to work out your personal aesthetic. Do not commit to something that will be memorably embarrassing.

**Cover Letters:**

* Do not be overly familiar. Use formal letter-writing technique. Use the same fonts and branding you have been using for the rest of your materials. Give the same respect you expect from others.
* Respect gender neutrality and address “To Whom it May Concern:” Do not use gendered titles in address, but full names (for example: “Lara Berich:”
* Express interest in the company / college / theatre just as much as you express your abilities (see information sheet) and be sure to have done the research to back up your interest.