

MY NAME

ROLE

CONTACT DETAILS (email & mobile)

ONLINE PRESENCE - If relevant

(Include if you are /or hope to work in visual/sound/creative areas rather than production)

PERSONAL STATEMENT

2-3 sentences **maximum** about who you are, what you do/genre/experience in relevant areas.

SKILLS AND KEY INFORMATION

Include Driving License/car owner

Positions of responsibility / Key achievements

Include if you have been accepted onto national industry recognized initiatives i.e ScreenSkills trainee finder or The Network,

TECHNICAL SKILLS

List all areas of competency. Include any social media / coding skills Don't exaggerate. Use industry language and specifications.

CREDITS/ these should be paid, professional positions for broadcast, exhibition or corporate clients

PRODUCTION NAME: XXX WHO FOR: Production Co Name & Broadcaster/Film Release / Exhibitor or Corporate

YOUR ROLE: XXX HOD: XXX DATE: Month (s) & Year

A short explanation of role if new entrant.

(Repeat this pattern - starting with most recent credits)

WORK EXPERIENCE / voluntary work for production companies / self-funded / student projects (specify)

(Repeat above pattern – starting with most recent credits)

TRAINING AND EDUCATION

Include accredited courses. E.g. Health & Safety, 1st Aid Training.

Only need most recent education achieved. i.e. University Degree.

REFERENCES

Two references, who you have confirmed are happy to be named on your CV and will give you a good reference!

NOTES:

1. REMEMBER TO CALL YOUR CV FILE NAME IN THE FOLLOWING FORMAT:
"your name_role_year"
Eg: "Joe Bloggs_Trainee Camera Assistant_2015"
2. NO MORE THAN 2 PAGES MAX - New entrants/runners - 1 page max
3. EDUCATION – list most recent/relevant.
4. CREDITS - start with most recent. Don't blag - you will get discovered.
5. UPDATE/ADAPT YOUR CV REGULARLY - to suit the role or post you are applying for. Remember - once you are established you don't need to include every credit.
7. SPELL CHECK EVERYTHING!
8. WRITE IN 3RD PERSON.
9. MAKE LINKS LIVE.
10. CHECK IT THOROUGHLY/SAVE AS A PDF OR SIMILAR - So text/formatting stays in place when printed or displayed.
11. When you email it place your name, job role in the subject line Eg: "Joe Bloggs_Trainee Camera Assistant_2015"