



Leveraging the Performing Arts in Your Resume

J. Michael DeAngelis, Senior Digital Resources Manager

How Long Does a Recruiter Look at a Resume?



SIX SECONDS



Challenges



- Employers only have what you write
- Employers cannot fill in any gaps
- Employers cannot imagine anything you haven't mentioned explicitly



A Good Resume

- ✓ Only Presents Accurate and True Information
- ✓ Capitalizes on ALL Experiences
- ✓ Focuses on Quality over Quantity
- ✓ Quantifies Whenever Possible to Provide Context
- ✓ Uses Consistent Formatting Throughout Document
- ✓ Targets a Precise Audience



A Good Resume

- ✓ Considers Function over Form
- ✓ Employs Past and Present Tense
- ✓ Uses Strong, Precise, Active Verbs
- ✓ Avoids Complete Sentences
- ✓ Never Uses Font Sizes Smaller than 10pt
- ✓ Always Keeps Margins to at Least 0.65"
- ✓ Is Always a Work in Progress



Tracking Recruiters' Eyes

From TheLadders

Eye Tracking Online Metacognition:
Cognitive Complexity and Recruiter
Decision Making. Will Evans, Head of
User Experience Design,
TheLadders. 2012.





Expert Tips

Tailor your resume for a specific audience

Highlight directly applicable skill sets

Include relevant coursework

EDUCATION

University of Pennsylvania – School of Engineering and Applied Science | Philadelphia, PA May 2017

Candidate for Bachelor of Science in Engineering

Major: Digital Media Design Minors: Fine Arts, Mathematics

Cumulative GPA: 3.18/4.00

Relevant Coursework: Programming Languages and Techniques I and II, 3D Computer Modeling, Introduction to Computer Graphics, Technology, Introduction to Computer Architecture, Mathematical Foundations of Computer Science

TECHNICAL SKILLS

Operating Systems: Windows, Mac OS, Linux

MS Office: Word, Excel, Power Point

Programming Languages: Java, Assembly, C, HTML

2D Software: Adobe Illustrator, Adobe Photoshop

3D Modeling and Animation Software: Maya

Familiar with: Adobe GoLive, Dreamweaver, Flash

MULTIMEDIA EXPERIENCE

Basic Technical Support/Modeler at Archeological site (Tiwanaku), Tiwanaku, Bolivia June-August 2014

Created 8 accurate digital reconstructions of ceremonial buildings at Tiwanaku using Maya

Presented models and process used to make the models in poster format at the 25th Northeast Attended Conference on Andean Archeology and Ethnohistory.

Received NSF grant for project

Models have been accepted for a special program by History Channel



Expert Tips

Use a targeted experience section title

List your GPA exactly as it appears on PennInTouch

Create different versions of your resume for different audiences!

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Education

University of Pennsylvania, College of Arts and Sciences

Bachelor of Arts in English; minor in Hispanic Studies

Summa Cum Laude

Cumulative GPA: 3.88 | Dean's List: 2012-2013, 2013-2014, 2014-2015, 2015-2016

Philadelphia, PA

May 2016

International Development Experience

Global Impact Collaborative, Penn Society for International Development

Project Manager

September 2015 – May 2016

Partnership with Literacy at the Well

- Researched effective practices in health, hygiene, family planning, literacy, and low-resource farming for UNESCO-funded NGO focused on improving literacy among women and children in South Sudan
- Co-authored 42-page curriculum designed for teaching women and children in South Sudan
- Developed and revised monitoring and evaluation tools for assessing literacy education

Team Member

January 2015 – May 2015

Partnership with Teach4Morocco

- Designed strategic rebranding campaign to pivot internal structure and ensure sustainability of NGO focused on improving state of primary education in Morocco
- Facilitated stakeholder mapping of organization in preparation for this campaign

Robert A. Fox Leadership Program, University of Pennsylvania

Research and Service Fellow

February 2016 – May 2016

- Researched and reported on agricultural public policy and worker-driven social responsibility programs for Susan Marquis, Dean of Pardee RAND Graduate School and RAND Vice President, Emerging Policy Research and Methods

Picture Motion, New York, NY

Intern

February 2016 – May 2016

- ~~Assisted in~~ research and development of social impact strategy for various documentary films, including *The Bad Kids*, *The Return*, *KICKS*, and *Death by Design*

Other Experience

Quadramics Theater Company, University of Pennsylvania

Board Member

May 2013 – May 2016

Chair (2015 – 2016) | Business Manager (2014 – 2015)

- Managed both internal and external operations, led weekly board and production meetings
- Oversaw company finances and managed budget



Expert Tips

Think broadly about
different experience
types & skill sets

Service and Volunteer Experience

Emergency Services Volunteer, University of Pennsylvania Veterinary Hospital

Fall 2016- present

Monitor and restock veterinary supplies, clean cages and workspaces, dispose of deceased animals, assist veterinarians with animal restraint

Pennvelopes, Philadelphia, PA

Spring 2015 - present

Exchange letters with disadvantaged elementary school pen pals in West Philadelphia

ALLIES, Philadelphia, PA

Fall 2014 - present

Provide education and raise awareness about issues concerning the Lesbian Gay Bisexual Transgender (LGBT) and Allied communities

Bubel/Aiken Foundation

December 2015

Recruited volunteers and coordinated a day of gift-wrapping as part of the Foundation's Wrapping for Inclusion project, a nationwide holiday fundraiser to benefit children with disabilities

Empty the Shelters, Fill the Homes, Philadelphia, PA

Fall 2014- Fall 2015

Created and distributed informational flyers on poverty and homelessness, planned educational events and fundraisers on campus, participated in protests coordinated with the Kensington Welfare Rights Union

Good Schools Pennsylvania, Philadelphia, PA

Fall 2014- Spring 2015

Learned about and advocated for greater equity, accountability and quality in public education in Pennsylvania

Employment

Barista, Café Prima, Philadelphia, PA

Fall 2014- present

Prepared a variety of hot and cold beverages, sold snack foods and rented videos

Room Service, Amelia Island Plantation, Amelia Island, FL

Summer 2014

Took orders, assembled trays and delivered meals to guests and property owners at a AAA-Four Diamond hotel and resort

Additional Information

Language Skills: Fluent in French

Computer Skills: Adobe Photoshop, Macromedia Dreamweaver, Basic HTML programming knowledge

Experience Abroad: Lived in Africa for 14 years where father was posted while working for USAID — grew up in Burkina Faso, Madagascar and Kenya

Describe Your Impact





Received

Assisted

~~Worked on~~



Observed

Helped

Avoid Im precise Verbs

Shadowed

...and phrases that don't begin
with a verb at all

Responsible for
Duties Included
Member of



Mediated Overhauled Led Explored
Investigated Edited Scheduled
Implemented Designed
Preserved Streamlined
Drafted Pinpointed Specialized Restructured
Initiated

Use Great Verbs

Delegated Expanded Modified Chaired
Awarded Catalogued
Eliminated Instructed Analyzed
Generated Spearheaded
Exhibited Conducted Trained



Which is Better?

- Assisted in program planning and implementation
- Planned and implemented 4 neighborhood public outreach projects by supporting program manager in all aspects of project development



Which is Better?

- Helped professor with book research
- Completed review of 170 journal papers on inflammatory disease mechanisms and communicated summary of findings to professor within 2 weeks

RESUME CHECKLIST

Are your bullet points active?

Strong Verbs Include: Accelerated, Conceived, Determined, Initiated, Launched, Pinpointed, Reduced, Spearheaded

Do you see any passive verbs?

Always Avoid: Assisted, Duties Included, Helped, Observed, Participated
Responsible for, Shadowed

RESUME CHECKLIST

Within each section are your experiences
in reverse chronological order?

Is your formatting consistent?

Do all dates align? Are all dashes the same size? Is the style the same for all
employers, all titles, all cities and all states?

Is your resume complete and free of typos?

Yikes.

(Special note – if you have headers in ALL CAPS, spell check may not catch errors!)



Employers look
for....

Interest and Aptitude





Performing Arts Resumes



ACTING RESUME

- List of acting credits
- Show title, role played, theater name, director
- Other important information, such as playwright, in parenthesis when applicable
- Film/New Media/Voice
- Title, Role Type, Producer, Production Type
- Training/Education
- Skills (List only those you excel in)

NAZLI SARPKAYA

A.E.A. | SAG-AFTRA E.



MultiEthnic Talent & Promotions
Annette E. Alvarez
multiethnictalent@gmail.com
(T) 917-689-8459

Theatre

Angry Young Man	Yusuf A	Urban Stages	d. Steve Hamilton
Angry Young Man	Yusuf A	John Drew at Guild Hall	d. Steve Hamilton
Naked Influence	Bijoux	Capital Rep.	d. Maggie Mancinelli-Cahill
Hearland	Getse	InterAct Theatre Company	d. Evren Odickin
Broken Stones	Nadia	InterAct Theatre Company	d. Seth Borin
Field, Awakening	Chichek	Paradise Factory	d. Tatiana Pandiani
Tiger Tiger	Rosa	Dixon Place	d. Jessica Almasy
Johnny Jo Beers' Daughter **	Leila	Urban Stages	d. Tara Lee Downs
The Indelible Woodpecker **	Gillian	Urban Stages	d. Frances Hill
Like Fish **	Keke	La Mama	d. Maude Bond
Debriefing	Aliya	Teatro SEA	d. Joan Kane
Infinite Lives	Nassima	Lynn Redgrave Theater	d. John Dowgin
Small	Raniya	Premiere Stages	d. John Wooten
Emergency **	Woman	Ensemble Studio Theatre	d. Joan Kane
United We Stand **	Nadia	Kraine Theater	d. Joan Kane
Bengal Tiger at the Baghdad Zoo	Hadia	Brooklyn College	d. Nick Cotz
Big Love	Olympia	Brooklyn College	d. MaryBeth Easley
Trestle at Pope Lick Creek	Pace	Brooklyn College	d. Sabrina Peck
The Offending Gesture (Mac Wellman) **	Mooncat	Brooklyn College	d. Meghan Finn
Light Creatures **	Loca	Brooklyn College	d. Benjamin Kamine

** Workshop/Staged Reading

New Media/Animation

VOWS	Lead	Pierre Productions	Pilot Episode
Super Wings	Featured	Little Airplane Productions	Animation
AVON	Featured	Budger & Winters	National Commercial
Seat Eat	Lead	Margolis Production	Local Commercial
Threesome	Lead	Cheney Productions	Webseries
Auf-Wiedersehen	Featured	Cheney Productions	Short Film
Betsy	Featured	Davis Productions	Short Film
59/50	Featured	Randy Troy Productions	Music Video

Training

MFA in Acting - Brooklyn College
Acting - Mark Blum, Pamela Berlin, Mary Beth Easley
Voice & Shakespeare - Judylee Vivier, Jim Jack
Diction & Dialect - Charlotte Fleck
Movement - Laura Smith (Alexander Technique),
Michael Chin (Stage Combat), Ian Wen (Butoh)
Master Classes - Heidi Griffiths (Audition Technique),
Andrew Wade (Shakespeare)

BA in Theatre - Penn State University
Acting & Voice - Jim Wise, Mark Olsen, Jane Ridley, Matthew
Toronto, Barry Kur;
Puppetry Workshop - Rick Lyon
Larry Moss Acting Studio: *Acting* - Michelle Danner
BS in Business Administration - SUNY-Binghamton

Special Skills

Turkish Native Speaker, IPA, Accents and Dialects (RP, Cockney, Turkish, Iraqi, Egyptian), Dance (Modern, Jazz, Beginner Pole Dance), Personal Trainer, Print Model, Character Vocal Range (Mezzo-Soprano), Licensed Driver



DIRECTING RESUME

Choreographer, stage management and design

- List of shows directed, broken out by type of theater
- Does not have to be chronological
- Title of show/Theater/Job
- Additional Information and Awards listed as needed

20 • Education/Training/Affiliations

The Luedtke Agency, LLC

Melissa Rain Anderson

Director | Choreographer **sox**

917-449-5026

melissarain@gmail.com

www.melissarainanderson.com

4528 21st St., 2nd Floor

LIC, NY 11101

212-765-9564

Luedtke@LuedtkeAgency.com

Regional

The Play That Goes Wrong Regional Premiere	Repertory Theatre of St. Louis	Director
The Wolves	Repertory Theatre of St. Louis	Director
The Marvelous Wonderettes	Repertory Theatre of St. Louis	Director/Choreographer
A Christmas Carol '16, '17, '18	Denver Center Theatre Company	Director
Macbeth	Utah Shakespeare Festival	Director
Big River	Utah Shakespeare Festival	Director
The Cocoanuts	Utah Shakespeare Festival	Director
In the Heights	Geva Theatre Center	Director
Hair	Geva Theatre Center	Director
A Funny Thing ... Forum	Geva Theatre Center	Director
Spamalot	Geva Theatre Center	Director
25 th Annual ... Spelling Bee	Geva Theatre Center	Director/Choreographer
Disney's The Little Mermaid	Arkansas Repertory Theatre	Director
Next to Normal	Stages Repertory Theatre	Director
"Best Musical"- Houston Theatre Awards		
Mamma Mia!	Arrow Rock Lyceum Theatre	Director
The Comedy of Errors	Great River Shakespeare Festival	Director
Complete Works Wm Shksp	Great River Shakespeare Festival	Director
The Fantasticks	Great River Shakespeare Festival	Director/Choreographer
The Marvelous Wonderettes:	Stages Repertory Theatre	Director/Choreographer
All 4 & world premiere of Dream On		

New York and International

Paradise Found	Menier Chocolate Factory, London	Asst. to Hal Prince
John and Jen	The Secret Theater	Director/Choreographer
Quiet Electricity (reading)	Emerging Artists	Director

University and Educational Theater

Spring Awakening	Southern Oregon University	Director/Choreographer
Dog Fight	SUNY Geneseo	Director/Choreographer
The Drowsy Chaperone	Webster Conservatory	Director

Master Classes

Acting: Contemporary and Shakespeare scene study	Geva Theatre Center: Summer Academy
Musical Theatre Audition Technique	SUNY Geneseo, Southern Oregon University

Education and Affiliations

BFA in Theater: USIU, San Diego
Affiliate Artist at Geva Theatre Center



PLAYWRIGHT RESUME

- Publications
 - Premiere and notable productions
 - Theater/producer, location
 - Descriptions and additional information as needed
- 21 • Awards/Affiliations/Education

J. Michael DeAngelis - Writer

4637 Pine Street D206 Philadelphia, PA 19143 (215) 531-0997 e-mail: jmichaeldeangelis@gmail.com

PUBLICATIONS

Accidents Happen Samuel French, 2010, with Pete Barry and John P. Dowgin.

Drop Samuel French, 2009, with Pete Barry. Samuel French Off-Off Broadway Short Play Festival Collection, Volume 34.

AUDIO DRAMA

Mission: Rejected March 2019-present, Extraordinary Missions Ltd, Co-creator. Writer of episodes 1, 6, 9 & 11. Fully scripted, full cast comedy podcast. Released monthly.

PREMIERE AND NOTABLE PRODUCTIONS

Antony & Cleopatra: Infinite Lives August 2013, The Present Company/The Porch Room Full length, with Pete Barry. Songs by Rebecca Kotcher. Produced at the Lynn Redgrave Theater as part of the 2013 New York International Fringe Festival. New York, NY.

Antony & Cleopatra: Infinite Lives September 2012, Underground Shakespeare Company Full length, with Pete Barry. Songs by Rebecca Kotcher. Produced at the University of Pennsylvania Museum of Archeology & Anthropology as part of the 2012 Philly Fringe Festival. Philadelphia, PA. Also director.

XY September 2011, The Porch Room Three short plays, including "Fan Fiction" by myself and two others by Pete Barry. Produced at the Raven Lounge as part of the 2011 Philly Fringe Festival. Philadelphia, PA. Also director.

Deep Fried Everything July 2011, Circle Players/The Porch Room Four short plays, with Pete Barry & John P. Dowgin. Produced at Circle Players Theater, Piscataway, NJ.

Signs from God September 2010, The Porch Room Full length, with Pete Barry. Produced at the Society Hill Playhouse in Philadelphia as part of the 2010 Philly Fringe Festival. Philadelphia, PA. Also director.

Drop July 2009, The Porch Room Short play, with Pete Barry. Produced Off Off Broadway at Playwrights Horizons as part of the 34th Annual Samuel French Off Off Broadway Short Play Festival. Festival winner. New York, NY. Also director.

Accidents Happen July 2008, Circle Players/The Porch Room Seven short plays with Pete Barry & John P. Dowgin. Produced at Circle Players Theater, Piscataway, NJ.

An Evening on the Porch July 2007, Circle Players/The Porch Room Eight short plays with Pete Barry & John P. Dowgin. Produced at Circle Players Theater, Piscataway, NJ.

AWARDS

NJACT Perry Award – Outstanding Original Play – *Accidents Happen*
Samuel French Off Off Broadway Short Play Festival – Winner – *Drop*
National Film Challenge – Honorable Mention – *Tails Between Their Legs*

2009
2009
2005



Transferable Skills



CEOs on Hiring Theater Students

"Theatre students have done extremely well with us and we usually hire them because they're well -disciplined workers who learn quickly and give of themselves to the company."

"We like to hire theatre students," he said, " but it is a shame that when they apply to us they don't seem to realize their strengths and advantages." ¹



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Leadership
Cooperatively Flexibility Time
Goal-Oriented Dedication
Independently
Deadlines
Communication
Self-Confidence
Responsibility Motivation
Work
Respect
Problem
Solving
Take
Oral
Initiative
Respectfulness
Listening
Abilities
Acceptance Concentration Adaptability
things
Promptness
Self-Discipline
Rules
Resiliency
Pride
Ability
Pressure
Creative
Healthy
level
best
Enjoyment Self-Image Management
Commitment



Oral Communication
Creative Problem Solving Abilities
Take Pride
Doing Things at Your Very Best Level
Motivation
Commitment
Work Cooperatively
Work Independently
Time Management
Initiative
Respect for Deadlines
Promptness
Acceptance of Rules
Listening
Respectfulness

Adaptability
Flexibility
The Ability to Work
Under Pressure
Healthy Self - Image
Resiliency
Self - Discipline
Goal - Oriented
Concentration
Dedication
Responsibility
Leadership
Enjoyment
Self - Confidence



Next Steps

Check out our online
resources:
careerservices.upenn.edu

Meet with career or
advisor to create an
action plan or to
schedule
a mock interview

Explore **Handshake**
and build your profile

Submit your resume and/or cover
letter to Career Services for review

Land exciting
internship or
job!





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THANKS

Any Questions?
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