

Available Immediately

NAME – ROLE/GRADE
(City/Region)

Email: xxx@gmail.com Mob: XXXXX XXX XXX

Full and clean driver's license with business insurance

SUMMARY

I'm a new entrant hoping to progress into a [chosen role i.e. Production Runner] and go down the [chosen department i.e. Production] route. I am highly organised and work well in a busy environment, and in roles that keep me on my feet. I have a proven track record of organising my time and prioritising tasks, and would love the opportunity to employ these skills in a production environment.

WORK EXPERIENCE

- Oats & Honey Coffee Shop | Barista** 10/2023 - Current
- Prepare and serve a variety of quality hot and cold beverages
 - Manage morning rush of 25+ customers with friendly, efficient customer service
 - Arrange eye-catching displays using personal, artistic touches
 - Correctly follow all health, safety and sanitation procedures

QUALIFICATIONS

- BA Film & TV Production 2:1 (University of Salford)

TRAINING COURSES

- **Diversity, equity and inclusion for the screen industries** 06/2023
ScreenSkills
- **Emergency first aid in the office and studio** 09/2023
Lazarus Training

KEY SKILLS

- Microsoft Office
- Adaptability and problem solving
- Time management
- Communication
- Google Office
- Copywriting
- Customer service

This CV may be kept on file and distributed for employment purposes.

Commented [SR1]: Make this as clear as possible for employers so they can infer your experience level at first glance. You can keep this vague i.e.

Name - Production / Locations / Camera etc.
Name - Trainee

Always make sure the role or department displayed is the same as the role you're applying for!

For instance, if you're applying for a Runner job, but your role/grade states you are a Producer/Director of short films, it'll only cause confusion. Remember - you're applying for the job at hand, not the job you want!

Be honest with where you are in your career - employers want to see a willingness and eagerness to learn.

Commented [SR2]: A highly valuable 'hard' skill that can help you in almost every role/department. If you have a drivers licence, its always a good idea to illustrate this as clearly as you can.

Commented [SR3]: Keep the About Me section short and sweet. Just remember that an employer wants to see how you can apply your current skills and ambition to the job required.

They don't want/need to know how you want to be a Screenwriter or a Director. Keep hold of that goal, but just ask - is it relevant, here?

Commented [SR4]: As a new entrant, your work outside of the industry is vital for showcasing your skills and experience. Don't fall into the trap of thinking it isn't relevant!

Think about the specific skills you've acquired and how they can be transferred to the Film/TV industry.

Customer service, communication skills, health and safety procedures, standing on your feet all day - these are all things you learn in other sectors that are crucial to Film/TV!

Commented [SR5]: It might be tempting to extrapolate this section and shout about all your educational qualifications - but our advice is to keep this short.

Generally, only your most recent and highest qualification will be relevant.

Commented [SR6]: This is a section where if you don't have any specific industry experience, you can demonstrate your competencies by listing all the training courses you've completed.

ScreenSkills and many other skills based organisations offer free and fee-paying courses to boost your industry knowledge and general skills.

Commented [SR7]: Remember - 'soft' skills (communication, problem solving etc.) are just as important as 'hard' skills (driving, Adobe After Effects)