

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 further progress into the [your chosen] department. I am highly organised and work well in a busy production office/set/on location. I have a proven track record of organising my time and prioritising my tasks to further aid production.

INDUSTRY EXPERIENCE

Coronation Street | Production Runner | ITV Jan 2024

- Run errands for the production office
- Copy and distribute key production paperwork to cast and crew

PREVIOUS EMPLOYMENT

Oats & Honey Coffee Shop | Barista Apr – Dec 2023

- 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** ScreenSkills 06/2023
- **Emergency first aid in the office and studio** Lazarus Training 09/2023

KEY SKILLS

- Microsoft Office
- Adaptability and problem solving
- Communication
- Resourcefulness and multi-tasking
- Industry terminology
- Clerical/admin
- Data input

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. The experience you have will speak for itself.

Even with some industry experience, try not to go into too much detail about your future ambitions. Keep hold of your goal, but just ask - is it relevant, here?

Commented [SR4]: There are different ways to present your Film/TV/Media experience.

The key rule is to ensure the project title, your role, production company and dates are clearly visible.

Commented [SR5]: Even with some industry experience, detailing work in other sectors 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.

Commented [SR6]: 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 [SR7]: Including any training is a great addition to complement your work experience.

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

Commented [SR8]: Remember - 'soft' skills (communication, problem solving etc.) are just as important as 'hard' skills (driving, Adobe After Effects)