

Filming in England

New Entrant Semi-Experienced CV

1. Now that you have on-set experience, make sure your CV headline reflects your current role clearly. Employers should know at a glance what you do and where you fit e.g.:

Name - Production Runner / PA

Always match your headline to the job you're applying for. Remember - your CV should focus on the role in front of you, not the one you aspire to.

And don't forget: noting 'willing to travel' can make you stand out - if you're open to working in different regions, make that clear. Flexibility is highly valued in this industry.

2. Runner and PA roles often involve ad hoc driving - whether it's moving kit, collecting props or running errands. Be honest about your driving ability and any restrictions e.g. licence type and access to a car.

3. Keep your 'About Me' section short, positive and focused. Show how your current skills and attitude support the role in question - not your long-term goals.

As your experience and CV grows, this summary should shrink - your work will do the talking!

4. There are different ways to present your Film & TV experience but clarity is key. The essentials are:

project title / your role / production company / dates.

If you have minimal credits, it's a good idea to add a few bullet points under each role to explain your key duties. Remember: employers should be able to scan your CV and spot key details at a glance.

Available Immediately

NAME – ROLE/GRADE

(City/Region) | Willing to travel

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 Assistant | ITV

Aug - Nov 2025

- Run errands for the production office
- Prepare transport for recce's
- Copy and distribute key production paperwork to cast and crew

PREVIOUS EMPLOYMENT

Oats & Honey Coffee Shop | Barista

Jan - Aug 2025

- Manage morning rush of 25+ customers with friendly, efficient customer service
- 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
- Emergency first aid in the office and studio
Lazarus Training

01/2026

09/2025

KEY SKILLS

• PC and Mac proficient	• Cash handling and sale experience
• Adaptability	• Emergency first aid trained
• Time management	
• Communication	

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

5. Even with industry experience, include work from other sectors. Roles in hospitality or retail, for instance, prove you can handle pressure, work with people and stay organised.

Until you really build those credits, don't assume non-industry work isn't relevant.

6. Employers don't need to see your full academic history. Just list your most recent and most relevant qualification.

7. If you've completed industry-standard training (e.g. first aid, safeguarding, health & safety, Albert /sustainability awareness), make this clear

Staying on top of training throughout your career shows a commitment to best practice, and helps keep your CV competitive.

8. On set, technical know-how and teamwork go hand in hand - make sure your CV reflects both capabilities.

