

YOUR NAME

your.name@gmail.com | 267.xxx.xxxx

You do not need to list your physical (street) address in the header; just your email and cell phone number.
A permanent email is best, as your university email may expire when you graduate.
You may also include the link to your LinkedIn profile, and/or a link to your professional website or reel.

Note: Your resume need not conform exactly to this format, but you should make sure that you include all of the necessary information in a clean and easy-to-read document. Think about the best way to present your unique experience. Avoid using more than 2 font types and sizes in the resume, and keep colors and design streamlined. The entire resume should fit on 1 page only.

EDUCATION

Include only your college/university information (not high school.) If you attended another university previously, you do not need to list it unless you received a degree (such as an A.A.) there.

Temple University, Philadelphia, PA

B.A. in Film and Media Arts

Expected May 2017

GPA: 3.72 (List your GPA only if it's 3.5/4.0 or higher)

RELEVANT COURSEWORK (This section is good to include if you do not have a lot of internship and professional experience yet. List the courses first that are most relevant to the type of internship you want.)

- Screenwriting - Screenwriting Master Class, Media Writing I & II
- Media Theory - Film and Video Analysis, Media and Society, Film History

EXPERIENCE List your experience from most to least recent. Include your job title, company, city and state, and dates worked. If you have prior internship experience, you may want to create a separate section here called "Industry Internships." For each job or internship, aim for 2-4 bullet points of description.

Development Intern, PRATT ENTERTAINMENT, Philadelphia, PA

June 2015-Present

- Evaluate and analyze a minimum of four new writer submissions per week
- Complete script coverage by analyzing and rating different elements of the script
- Sit in on weekly pitch meetings and take notes to distribute to the development team
- Cover assistant and reception desks as needed

NOTE: Use present tense verbs for your current positions, and past tense verbs for previous jobs.

Marketing Intern, GLOBAL PERSPECTIVES RESEARCH GROUP, Philadelphia, PA

May 2014-August 2014

- Updated and maintained the company's social media sites; monitored Facebook page daily
- Participated in brainstorming sessions for new client presentations
- Proofread, edited, and assisted in updating in-house training materials for marketing department staff

Student Film Experience, TEMPLE UNIVERSITY, Philadelphia, PA

Fall 2014-present

- Worked as a script supervisor for the graduate thesis film *Out of This World* (dir. Mary Finnegan, 2012)
- Wrote two feature-length screenplays; currently developing a television pilot

NOTE: If your main goal for LA is to intern in production (on set), or you have a lot of production experience, you may want to create a sub-section called "Student Film Projects," "Media Projects," or "Filmography." In this section, you can list your credits and your role on each production, along with any major screenings or awards the projects received.

OTHER WORK EXPERIENCE

Many employers like to see that a student has held some sort of job during college, even if unrelated to the entertainment industry. In this section, think of ways to describe your accomplishments and responsibilities that can translate to the type of internship you are applying for in LA.

Assistant Group Supervisor, YMCA OF PHILADELPHIA

August 2011 – May 2012

- Created and administered lesson plans designed to enhance children's critical thinking skills
- Coordinated the Strong Kids Campaign local fundraiser, connecting suburban families with inner-city youth
- Wrote, photographed, and researched material for the weekly camp newsletter *The Totem Post*, which is published and distributed to the entire YMCA community

SKILLS

In your SKILLS section, list your most relevant skills first in the section. Emphasize software and concrete skills over more general descriptions like “strong attention to detail” and “ambitious.”

Development – Proficient with Final Draft; experience reading, researching and critiquing screenplays

- **Database/Organization** - Filemaker Pro 12, Filesharing (Dropbox, Google Drive)
- **Social Media** - Facebook, Twitter, YouTube, Wordpress, Tumblr, Instagram, Google+
- **Editing/Design** - Proficient with Final Cut Pro 7 and X, Adobe Premiere Pro, and Adobe Photoshop

ACTIVITIES

Activities can be a talking point for the interviewer. List activities first that are related to your field or the internship you’re pursuing, but you may consider selectively listing other extracurricular activities that are important to you (i.e., sports, art or music training, clubs, volunteer activities, community service, etc.)

- Volunteer, Philadelphia Film Festival - 2015 and 2016
- Temple Wandering Studios Filmmaking Club (Vice President)
- Review films and television shows on my personal blog, www.netflixaddict.com

You do not need to include references on your resume. Keep a separate document with 3 professional references on it in case you are asked for these later. (Most internships will not ask for references, but it is good to have them on hand in case.)