

# Musical Theater Resumes: A Guide for Students

By Phoebe Gildea: Singing Actor, Coach, Educator ★ [www.phoebegildea.com](http://www.phoebegildea.com)

## Welcome to your resume guide!

This resource was created with students around high school through undergraduate studies in mind. Anyone is welcome to use it, but young professionals and more advanced students should not include choir or school awards. Once you graduate college, stop including anything before senior year of high school.

Included, you will find the following:

- An outline of what to include in a musical theater resume
- Notes about theater resumes in general, the format, and the content
- An example musical theater resume for a high school or young college student, based loosely on mine when I was younger.

Please also download the Microsoft Word Template and use it to fill in your information and create your own resume. I have formatted the paper size and tables for you, but please check that they downloaded and opened correctly in your version of Word, using the information in this guide.

If you want any help, you can reach out to me at [phoebe.gildea@gmail.com](mailto:phoebe.gildea@gmail.com) and we can set up a consultation or lesson.

## Table of contents

Musical theater resume outline	Page 2
Notes about resume format and contents	Page 3
Example of student resume	Page 4

Optional “second look” headshot  
(This is just a placeholder, not necessarily the size/dimensions.)

**Name**  
**Actor / Singer**

Phone number • Email address  
Height: number • Voice type and range

### **THEATER**

---

<i>TITLE OF SHOW (in all caps and italicized)</i>	Character (or chorus)	Company (Director’s Name <i>if well known</i> )
<i>TITLE OF SHOW</i>	Character u/s (if you were the understudy)	Company

### **SOLO CONCERT PERFORMANCES**

---

Soloist – <i>Name of Piece or Concert</i>	Venue or School
Featured Singer – Camp	Theater/school/wherever camp took place

### **CHOIR**

---

Name of Choir	Name of school or community group
---------------	-----------------------------------

### **DANCE**

---

Name of performance	Name of school or company
---------------------	---------------------------

### **AWARD AND HONORS**

---

Name of Award	School or Company that gave you the award
Name of Honors Society	School or Company that is affiliated

### **TRAINING & EDUCATION**

---

SCHOOL (Class of year) (*List degree if applicable*)  
SUMMER CAMP: with one-line description of what you did

Acting: List teachers  
Voice: List teachers  
Movement: List Teachers  
Dance: List teachers

### **SPECIAL SKILLS**

---

List anything you can do on the spot if asked. Include dialects, languages, instruments, dance, tumbling, sports, etc. Basically anything you can do. Even belching on command.

## Notes:

1. Overall resume size must be 8x10, not standard paper size. The template available on my website is already set to 8x10 in my Microsoft Word. You can check that it opened correctly in your computer and/or change the paper size in Microsoft Word by using the dropdown menu: Format > Document > Page Setup > Paper Size > Manage Custom Sizes (if 8x10 isn't automatically on the list). You can buy 8x10 paper, print on 8.5x11 and trim it, or get your resume printed on 8x10 at Staples, FedEx, or another affordable print shop.
2. Your resume must be only one page.
3. Resume should be stapled to the back of your headshot on all four corners.
4. Choose your own personal font that you will use in the header of all your materials. (Make sure it's legible.)
5. Use tables to organize your information, and then hide the grid lines, as in the template.
6. Order each section from biggest/most impressive to smallest. Keep in mind both the size of the role and the company when choosing what is impressive (chorus in a professional house is more impressive than lead in a middle school play).
7. You may include film, television, and/or commercial work in addition to theater if you have any.
8. Only list the director of a show if they are well known. Otherwise, simply the company name is fine.
9. If you don't have anything in a particular section yet, just leave it off. Notice the example doesn't have a dance section.
10. Be honest, and do not apologize for being young or just starting out. It's fine to have a shorter resume for now. Everyone has to start somewhere.
11. Academic Awards and honors (like honor roll) show that you are a hard worker, even if they're not related to your performing. This is also a place to list accomplishments with other instruments, like honor band or OMTA adjudications.
12. Feel free to add more rows or take rows out of any section.
13. You might not have anybody to list for a particular part of your training yet. That's okay. Just leave it off. Notice the example doesn't include movement teachers.
14. If you have many people to list for a section of your training, list only your current teacher and those who have been most influential.
15. Once you have enough Theater and Solo work that the resume becomes longer than one page, you can start deleting things from the Choir section until you have no Choir section. The next section to go will be Awards and Honors. These sections do not appear on professional level resumes.
16. Check in with the current trends, as theater resume conventions change continuously.
17. When you become professional, ask someone to help you check that your name isn't taken by someone in the industry. Theater unions have rules that there can't be two people using the same professional name. If that's a problem, you'll need to do something like add your middle name, use your middle name as your last name, or some other creative solution.
18. Also when you become a professional, you will need to list union affiliation, including if you are not in a union.

Optional “second look” headshot  
(This is just a placeholder, not necessarily the size/dimensions.)

# Abigail Actress

Actor / Singer

555-555-5555 • abigailactress@gmail.com

Height: 5’6” • Soprano: G3-B5

## **THEATER**

<i>INTO THE WOODS</i>	Cinderella	Community Theater (Dr. C. Ronan)
<i>THE TEMPEST</i>	Ariel	Free Shakespeare in the Park
<i>UNCOMMON WOMEN AND OTHERS</i>	Leilah	Eugene High School
<i>TWELFTH NIGHT</i>	Olivia	Eugene Middle School
<i>GREASE, SCHOOL EDITION</i>	Ensemble/Jan us	Community Theater
<i>THE SOUND OF MUSIC</i>	Cantor/Ensemble	Eugene High School
<i>YOU’RE A GOOD MAN, CHARLIE BROWN</i>	Sally	Children’s Theater

## **SOLO CONCERT PERFORMANCES**

Handel <i>Messiah</i>	Eugene High School Concert Choir
Some Enchanted Evening: A Musical Theater Revue	Musical Theater Training Camp
Christmas Eve Service	First Christian Church (Eugene, OR)

## **CHOIR**

Stangeland Family Youth Choral Academy	Oregon Bach Festival
Vocal Jazz Ensemble	Eugene High School
Concert Choir	Eugene High School

## **AWARD AND HONORS**

State Qualifier – Southern Regional Acting Competition	Oregon Thespians
First Runner Up – District 12 Solo Contest	Oregon Music Education Association
Honorable Mention – Musical Theater Competition	National Association of Teachers of Singing
Syllabus Piano Level X Medal	Oregon Music Teachers’ Association
District Honors Diploma Candidate	Eugene High School

## **TRAINING & EDUCATION**

EUGENE HIGH SCHOOL, Class of 2026  
MUSICAL THEATER TRAINING ACADEMY: 4-week intensive with fully staged performance of monologues, solo songs, and choreographed group song/dance numbers  
YOUNG MUSICIANS AND ARTISTS: 2-week intensive with fully staged revue performances

Acting: Andrea Acting, Timothy Theater

Voice: Vivian Voice

Dance: Betty Ballet, Jeremy Jazz

## **SPECIAL SKILLS**

Dance: ballet, jazz, hip-hop, ballroom; Vocal jazz improvisation; Cartwheels and tumbling; Piano; Viola; Conversational Spanish; Hair and makeup; Costume design and construction; Softball; Rock climbing