

PRODUCTION ASSISTANT

John Smith
5555 St. Charles Ave
New Orleans, LA
504.555.5555 (mobile)
john.smith@email.com

Highlights

Treme Season 1	Production Assistant	2010
Earthbound	Production Assistant	2010
Bad Lieutenant	Production Assistant	2009
Knucklehead	Production Assistant	2009

Other Experience

Green Lantern	Extra	2010
RED	Extra	2010
Love Wedding Marriage	Extra	2010
Art in Love (Student Film)	Director/Writer/Producer	2010

Skills

- Excellent phone skills
- Own a reliable car
- Own a laptop
- Thorough knowledge of New Orleans area
- Capable typist (40wpm)
- Comfortable with office equipment (copiers, fax machines ect)
- Proficient in Final Draft, Microsoft Word, Excel, Powerpoint, Windows XP, Windows Vista, Mac OS, Photoshop, Final Cut Pro

Education

Louisiana State University – B.A. (Business Administration)

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Katherine Gunnell 5/18/10 10:50 AM

Comment: Clearly indicate the position you are applying for at the very top. Your resume will be printed and placed in a binder of other resumes for later review. Don't be discouraged if you aren't contacted immediately! Productions hire throughout filming. THIS SHOULD BE ABOVE YOUR NAME.

Katherine Gunnell 5/18/10 10:52 AM

Comment: Having an address in the same city you are looking for work is important. If your address is 2 hours away or in another state, you will not be prioritized.

Include your mobile phone number and ANSWER YOUR PHONE. If someone gets your voicemail, they will just call the next person on the list. If you get a voicemail, CALL BACK IMMEDIATELY.

Include your email address and CHECK YOUR EMAIL. Chances are you will be contacted by phone, but this is still important.

Katherine Gunnell 5/18/10 10:59 AM

Comment: Be brief. Don't include bloated descriptions of your duties or achievements. As with everything on your resume, keep it simple.

Just list the projects you have worked on and your position. Nothing fancy, no long descriptions of your duties. This is primarily for cross referencing. For instance, if you were an Office PA on Bad Lieutenant, I would call my friends who worked on Bad Lieutenant to ask if you were good.

Katherine Gunnell 5/18/10 11:04 AM

Comment: Your experiences with your friends, in film school or as an extra contribute to your ability to DO a job, but it will not get you hired. Separating your amateur experience shows that you know the difference between amateur and professional work, that you are serious about becoming a professional and that you are willing to learn.

Katherine Gunnell 5/18/10 11:03 AM

Comment: The Skills section is a great place to list things that make you valuable. Having a car, a GPS, a laptop...knowing Microsoft programs, being proficient in both PC and Mac all may compensate for your lack of experience!

Katherine Gunnell 5/18/10 11:04 AM

Comment: Again, your experiences during school are valuable, but they will not get you hired. Keep this section brief.