



HOW TO
CREATE A FILM
& TV CV

TIPS AND TRICKS FOR A GOOD CV

A freelancer CV for film and TV production might look a little different than a CV for other roles or sectors. Here are a few tips and tricks to make your CV stand out:

TIP 1

When you are starting out in Film and TV you might not have many credits to your name. You can tailor a CV template to include the experience you do have and include credits when you start gaining that experience.

Here's how to write a credit for a student project:

**TITLE | ROLE/S
TYPE OF PROJECT (i.e. STUDENT
SHORT FILM)**

Where was is based/shot

A live URL link to the work

Any awards won or film festivals entered with the work

Here's how to write a credit when you have them:

**TITLE | PRODUCTION COMPANY
BROADCASTER | ROLE**

Dates Start – Till (or Dailies)

Head of Department

Where was is based/shot

What band* was it (1,2,3 or 4) if you know this

TIP 2

Structure your CV to include a short profile paragraph, a list of skills and any specialist production training, any production experience you may have including any student projects, then any other experience you might have, and then education and training.

TIP 3

Include any specialist skills or training like speaking languages, first aid training, horse riding, martial arts, working with children, technical skills with any software, cameras or equipment.

For example:

- Fluent in English and Italian
- First Aid Trained
- Confident use of Avid, Premiere Pro and DaVinci Resolve.**

* The band refers to which band of Film or TV programme it is. This means it will be a certain budget show and will mean a particular pay range for freelancers, for more information on this have a look at the [BECTU Union rate cards](#) for guidance.

** This is a list of editing software that might be used in film and TV.

TIPS AND TRICKS FOR A GOOD PRODUCTION CV

TIP 4

If you can drive and/or have a car, add this to your CV.

If you can't yet drive, try to work towards getting your license as a goal, if you are able to. This is useful for productions as they may need people to run errands and drive buggies or vans.

For example:

- Full Clean Driving Licence
- Experience in driving Buggies and large Transit Van

TIP 5

Use key words from the job description you are interest in. Most people will start as a runner or production assistant. Use the [ScreenSkills Skills Checklists](#) to support you here. Make sure that all the skills and attributes are covered off somewhere on your CV, either in the skills list or the description of your previous roles.

For example:

- Organisation skills
- Create progress reports
- Liaise with other departments
- Communicate with production personnel

TIP 6

Include industry relevant training and knowledge to show that you understand some of the current issues and have prepared yourself. You can find lots of free e-modules on the [ScreenSkills website](#).

For example:

- ScreenSkills - Work Well Series
- ScreenSkills - Introduction to sustainability for the screen industries

For example:

GDPR statement: I hereby consent to the processing and sharing of the personal data in this CV for the sole purpose of consideration for professional opportunities.

FINAL TIPS

Make sure your CV is no more than 2 pages – keep it concise.

Download it as a pdf.

Use bullet points and try to avoid paragraphs in the main sections.

Add a GDPR statement to the bottom so that it can be shared.

AN EXAMPLE ENTRY LEVEL CV

Andi Fortune

Production Assistant/Runner

If you have friends or relatives that can support you to stay somewhere, add where else you can be based.

Profile

Just a few sentences here to give a flavour of who you are. Keep it light, relevant. Highlight your strengths with a brief summary of training, skills, experience and be clear about what sort of role you are after and in what sector. Are you prepared to re-locate/travel for work? Get your enthusiasm across.

Contact Info

+44 7885768916

Email address

Based in
Hertfordshire/London

Can be based in Manchester

Website/portfolio
IMDB

Work Experience

TITLE | PRODUCTION COMPANY BROADCASTER |
RUNNER

Head of Department

Dates Start – Till (or Dailies)

Where was is based/shot

What band* was it (1,2,3 or 4) if you know this

- Supported production office with call sheet organisation and printing.
- Managing travel arrangements, booking hotels, restaurants and transportation.

TITLE | PRODUCTION COMPANY BROADCASTER |
PA/RUNNER

Head of Department

Dates Start – Till (or Dailies)

Where was is based/shot

What band* was it (1,2,3 or 4) if you know this

- Organising diaries of senior team members
- Assisting projects from development to delivery
- Organising information filing and distribution

Relevant Skills

Full Clean Drivers License

Own car

Own laptop

Adobe Software: Photoshop,
Illustrator

Petty cash buying

Basic Spanish

Fire Warden Training

Manual Handling

Confident use of Avid,

Premiere Pro and DaVinci

Resolve

Anything you think might be
relevant here!!

Volunteer Work and Interests

Volunteer Math Teacher,
Lily River Children's Foundation

Member,
Pride Power Organization, Grayerville Chapter

Education History

- Skills Bootcamps
- Higher education qualifications
- A-Levels
- Other education, if applicable

GET EXPERIENCE IN FILM AND TV

If you are looking for work experience opportunities to add to your CV and develop your knowledge, the following offer experience for under and over 18s:



[BFI Film Academy](#) – short and specialist filmmaking courses and events for 16-25 year olds



[BBC](#) – 'GET IN' Taster experiences for students 16-18, over 18s, career changers and school groups.



[Channel 4](#) – virtual work experience



[Springpod](#) – virtual work experience



[ERIC App](#) – creative careers app with links to work experience



[Speakers for Schools](#) – work experience platform



[National Saturday Club](#) - Saturday clubs for 13-16 year olds across the country

MODULES AND TRAINING TO ADD TO YOUR CV

If you are looking to develop your knowledge and add training to your CV, the following offer free or low-cost training modules:

ScreenSkills



ScreenSkills offer free e-modules on a range of relevant subjects to develop knowledge and support freelancers in the screen industries.

- [Getting into the Film Industries](#)
- [From script to screen: an introduction to how scripted content gets made](#)
- [Work well series](#)
- [Introduction to disability, access and inclusion](#)
- [Diversity, equity and inclusion for the screen industries](#)
- [Introduction to sustainability for the screen industries](#)
- [ScreenSkills Training Passport](#)

The Mark Milsome Foundation

The Foundation is focused on improving health and safety for all crew, production and cast members, and creating awareness of the need for accountability. They offer a low cost safety passport:

[The Mark Milsome Foundation Film & TV Online Safety Passport course](#) provides a ScreenSkills recognised, Level 2 Production Safety Passport valid for 5 years.

