

TV CV Tips from RDF West

<http://www.rdftelevision.com/vacancies/working-at-rdf-west/>

- **Colour/Font:** Stick to black and white, if you want to use colour, just use one. Use an easy read, simple font Arial or Calibri.
- **Top heading:** Name, grade, mobile, email and a link to your showreel should all be at the top of your CV, font not too large. The remaining text in your CV should be no smaller than 11pt.
- **Location:** Stating where you're based/or willing to work can be helpful.
- **Photos:** Personal preference, but keep the image small if so. I quite like pictures so I can put a face to name.
- **Space:** Margins should be reasonably sized, try not to fill every white space with text, let your CV breathe.
- **Profile:** If you feel compelled to include a profile, please keep it short and precise; avoid writing a long mission statement as employers don't have time to read a novel.
- **Key Skills:** This is a bullet point list at the top of your CV so that the reader can quickly find the information they need when sifting through CVs. Prioritise your skills, experience and achievements. Include genres and main broadcasters, core skills; including technical, and any systems you've used, industry awards, languages, specialist knowledge or experience, foreign filming, iVisas. Add other useful skills here too; e.g. driving license (for runners) and relevant computer packages
- **Headings:** Not essential, maybe title your employment history with either 'Broadcast Credits', or 'Television Credits'.
- **Credits:** List your credits in reverse chronological order, even if grouping roles. Include the job title, name of show, number of eps and duration, the production company, the broadcaster and the Executive Producer. Add a brief description of the show. Bullet point tasks/responsibilities, and people managed - keep sentences short and avoid paragraphs, promote your experience but keep it concise. Can be a good idea to note any high rating shows too.
- **Transmission:** Note whether prime/day time series, also the genre i.e. consumer, game/quiz, studio, factual entertainment, documentary etc.
- **Career break:** If you have a gap on your CV due to raising a family (or for any other reason) then briefly explain why (and additional skills that you picked up).
- **Pop outs:** Occasional use of **bold** can draw the reader to important points you want to highlight.
- **Pages:** Try and stick to no more than two.
- **Previous employment:** Include all your jobs if you are new to TV.
- **Education/Training:** List industry training and courses such as camera, PMI, health and safety. Put your education at the end of your CV.
- **Referees:** With GDPR in place, ensure you have referees consent. List two/three from your most recent credits, include their mobile and email.
- **Attention to detail:** Ensure all spelling and grammar is correct, then PDF your CV to stop those green squiggles appearing underneath each sentence.
- **Honesty and Integrity:** Sell yourself but be honest about your responsibilities and contribution.
- **Saving:** Don't just call it My CV. Label it clearly with your name/grade/date so the recipient will have your details when they receive it.

Remember all CV advice is subjective and other employers may prefer different things!