

## Ball D. Anser

567 University St, SLC, UT 84102

801-123-5678

Ball.d.anser@gmail.com

DOB: 3/4/1990

Height: 5'6"

Weight: 120

### PROFESSIONAL EXPERIENCE

Ballet West, Romeo and Juliet

Peasant Girl Lead  
Flower Girl Corps

staged by Tim Jones

Ballet West, The Nutcracker

Snow Corps Lead  
Columbine Doll  
Waltz of the flowers corps  
Marzipan corps

staged by Tim Jones

### PRE-PROFESSIONAL EXPERIENCE

Utah Ballet Company, University of Utah

- Serenade Lead staged by Malcom Twins
- Swan Lake Corps staged by Ralph Smith
- La Bayadere Corps staged by Ralph Smith
- Concerto Barocco Soloist staged by Malcom Twins

Ballet Student Showcase, University of Utah

- Ode to Beethoven Lead choreographed by Lynne Myers
- Lake Duet choreographed by Minny Maever

Ballet Ensemble, University of Utah

- Irish Sunset Lead choreographed by Betty Tyle

Montana School of Ballet

- The Nutcracker Snow Queen staged by Michael Bryant
- Les Patineurs Soloist staged by Michael Bryant
- Alice in Wonderland Alice staged by Michelle Brenes
- Sleeping Beauty Soloist staged by Liv Michaels

### EDUCATION

MFA, Ballet Choreography  
University of Utah

May 2008  
Salt Lake City, UT

BFA, Ballet Performance, Ballet Pedagogy, Character Dance  
University of Utah

May 2006  
Salt Lake City, UT

## GUIDELINES FOR A BALLET PERFORMING RESUME

Questions? Contact:  
Anna Adams, Fine Arts Career Advisor  
University of Utah Career Services  
801-581-6186 or [aadams@sa.utah.edu](mailto:aadams@sa.utah.edu)

\*\*\***Please note:** This resume is intended for Ballet Performance majors, not Ballet Teaching.

### GENERAL INFORMATION

#### Length

Your resume should fill out one or two complete pages with no partial pages. In general, if you are an undergraduate student or recent graduate with modest experience, limit your resume to one page.

#### Paper

Use plain paper (white, light cream, or very pale gray). Do **NOT** use paper with visible flecks in it.

#### Font

Use a standard font for the main text of your resume (Times New Roman, Arial). Text size should be 10-12 points. Your name and section headings can be a bit larger and can employ other fonts- as long as they are readable. Use design tools, including **bolding**, *italics*, underlining, and ALL CAPITALS.

#### Order

In English, we read from top to bottom, left to right. Prioritize information in order of importance, with the most important text up high and to the left. For a current student or new grad with little or no professional experience, the education section should be listed toward the top. A more experienced professional would put his/her experience first and move education closer to the end.

#### Format

Formulate a series of bulleted statements rather than paragraphs:

- Maintain uniformity, such as either using periods or not using them after *all* bulleted statements.
- Leave plenty of white space.
- Use capital letters in text only when necessary; uppercase letters distract the eye.
- Avoid use of the first person (e.g., "I," "me," "my," "mine"). For example, "Taught students aged 8-18" instead of "I taught students aged 8-18."

### Abbreviations

Minimize use of abbreviations. However, “GPA,” “B.S.,” “BA,” and abbreviations of other well known degrees are okay.

### Accuracy

Check spelling, grammar, information, software brand names, etc. very carefully! Make sure all information is accurate and truthful. Keep past and present tenses in their rightful places. Finally, proofread your resume out loud to pick up any hidden errors.

## **POSSIBLE CATEGORIES TO INCLUDE IN YOUR RESUME**

### Objective

- An objective is optional. Sometimes it’s best to state the objective in your cover letter.
- If you are going to include an objective, use “employer language” by briefly stating your desired field and function (e.g., “Ballet Instructor at XYZ University”). Avoid lengthy, life-goal statements.

### Education

List university degrees in reverse chronological order (most recent first).

- Include a graduation date, even if it is in the future.
- List degree and major (e.g., B.F.A. Ballet Pedagogy).
- Do not list high school graduation or activities unless you’re early in your college career.

### Choreography

It is appropriate to list all choreography you have done for pieces that have been performed. For example, you could use pieces that you choreographed on fellow students in your degree program for a student showcase. You especially want to list any work that has been performed professionally.

### Teaching

List the place where you have taught and what types of dance and/or subjects. You can also list the director of the studio or company.

### Performing or Professional Experience

List the company you performed with, the roles you performed, and who staged/choreographed the pieces, or who the director was if the experience was with a studio. If you have extensive experience, choose only a few roles to highlight or simply state, “Principal Roles,” “Soloist Roles,” etc. for that company. If applying for a performance position, this should be the main focus of your resume.

### Training or Pre-Professional Experience

Here you can list the types of dance you are formally trained in. If you worked with prominent instructors, list their names here. You can also list roles/pieces you’ve performed with your studio. As a recent graduate, this might be your most extensive

section, so it is ok to use pre-professional performances, as this might be your only experience.

### Awards

Here you can list scholarships, dance competition titles/awards, etc.

### Special Skills

In this section it is appropriate to list any foreign language proficiencies. Also, any knowledge of set/costume design, theatre history, art history, kinesiology, etc. is also helpful. This shows your versatility.

### **What about a cover letter?**

A cover letter adds a professional finishing touch to your application and resume. This lets a company, director, or hiring committee know more specifically what position you are applying for, why you're interested and why you think you're qualified for the position. Visit: <http://careers.utah.edu/jobSearch/coverLtrs.htm>, for more information about how to write a cover letter.

**FINAL NOTE:** *The primary purpose of your resume is to secure an interview. Use it as a marketing tool – put your best foot forward. To view resume samples and a list of powerful action verbs to enhance your resume, visit the Career Services website at <http://careers.utah.edu> or contact your counselor at (801) 581-6186.*