



searchlight[®]
MEDIA & ENTERTAINMENT RECRUITMENT

WHATS NEXT

CVS, COVER LETTERS & FINDING WORK



ABOUT SEARCHLIGHT

Established 25 years ago, Searchlight is a leading provider of recruitment & executive search services exclusively to the media & entertainment sectors.

Our clients include major broadcasters, streamers, production companies, creative agencies, gaming studios, technology companies plus numerous smaller independent businesses working at the cutting edge of media and entertainment.

Over the last quarter century, we have built an enviable reputation with our clients, helping them find unparalleled talent, with the minimum of fuss no matter how complex the brief.



OUR CLIENTS

TWO BROTHERS
PICTURES



LIONSGATE

GRAVITY MEDIA



National
Theatre

Fremantle

A+E
NETWORKS

CURZON



BBC
STUDIOS

A13
MEDIA

A24

THE
BEAUTIFUL TRUTH

MOLINARE

STUDIOCANAL



audionetWORK



IYUNO
MEDIA GROUP

drp^c

RED

GCRS



SIS
TER



CVS



WHY A CV?

- RECORD OF EXPERIENCE & EDUCATION
- CHANCE TO SHOW OFF YOUR SKILLS
- 1ST INTRODUCTION TO A COMPANY



CV STRUCTURE

1

**PROFILE/KEY
SKILLS**

2

**WORK
EXPERIENCE**

3

EDUCATION

4

**SUPPORTING
AWARDS/
CERTIFICATIONS**

PROFILE/KEY SKILLS

Job Seeker

Jobseeker@gmail.com – 0780000000 – website/address

Profile:

Up-and-coming producer accomplished in delivering successful film and television productions according to schedule, budget and content standards.

Collaborative in working with strategic and creative teams to develop and produce quality video content. Expertise in preproduction logistics, planning, production, custom graphic compositions, special effects and asset management.

I am now looking to continue my career in TV and Film and am currently looking for roles within content production.



WORK EXPERIENCE

FREELANCE

Recent Credits (Manchester)

AUG – DEC 2022 | POST PRODUCTION MANAGER | TRIPLE BREW MEDIA (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Series Producer: Mark Reynaud | Executive Producer: Julie Kelling | Production Exec: Christina Anderton / Beccy Green

Lingo, series 3 | GAMESHOW 50x60 

APR – AUG 2022 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Series Producer: Philip Whelan | Executive Producers: Pam Cavannagh / Dympna Jackson | Production Exec: Beccy Green

Villages by the Sea, series 3 | FACTUAL 10x30 

AUG 2021 – APR 2022 | PRODUCTION MANAGER | DRAGONFLY (PART OF BANIJAY / SHINE GROUP)

Series Producer: Farah Qayum | Production Execs: Jack White / James Mudie | Exec Producers: Pete Wallis-Taylor / Ros Pound

Yorkshire On Call, series 1 | OBS DOC 5x60 

MAY – AUG 2021 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Series Producer: Zoë Thorman | Executive Producers: Pam Cavannagh / Dympna Jackson | Production Exec: Beccy Green

Villages by the Sea, series 2 | FACTUAL 6x30 

FEB – MAR 2020 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Executive Producers: Pam Cavannagh / Dympna Jackson | Production Executives: Evie Sangale / Emma Read-Wilson

MOTORWAY COPS: CATCHING BRITAIN'S SPEEDERS (PILOT) | OBS DOC 1x60 

JAN – DEC 2019 | PRODUCTION MANAGER | BBC STUDIOS – FACTUAL

Executive Producers: Rob Unsworth / Caroline Short / Rowland Stone | Head of Production: Sue Pitt

Health: Truth or Scare (series 3) | FACTUAL 5x45 

For Love or Money (series 1) | FACTUAL 5x45 

PERMANENT

(June 2020 - Present)

Chocolate Films **Producer**

Chocolate Films is a film production company and social enterprise, creating factual video content and facilitating workshops in filmmaking and animation. I hold a key role in this small, entrepreneurial company, working across both Chocolate Films and Chocolate Films Workshops:

- Managing the production of video and animation content for distribution online, social media, exhibition AV, events, live streaming and broadcast (VOD)
- A consultative, adaptable and confident approach to managing a diverse portfolio of clients, and advising clients on video content and marketing strategies
- Running multiple simultaneous projects across corporate, education, government, inter-governmental, charity, arts and heritage sectors
- Setting and owning production budgets and delivery schedules
- Working with internal and external creative teams; briefing scriptwriters, filmmakers for shoots, and managing editors during the post-production process
- Creating pitch documents, casting notices, call sheets, risk assessments, rights clearances
- Delivering arts-industry learning and career development programmes for young people
- Designing and arranging filmmaking and animation workshops with children, young people and vulnerable groups

(Aug 2018 - June 2020)

Chocolate Films **Business Development Manager**

Before my current role, I worked exclusively in business development:

- Developing new business opportunities from new and existing clients by pitching video projects, producing creative outlines and proposals for content
- Establishing budgets, work plans and timelines
- Working with the Company Directors to decide on and achieve strategic business development goals
- Overseeing branding and marketing campaigns including email, social media, events and website for Chocolate Films, Chocolate Films Workshops and 1000 Londoners brands
- Line-managing in the Sales & Marketing team

EDUCATION

Correct Layout:

Academic Achievements

A-Levels:

Physical Education – B

Geography – C

ICT – C

Engineering – Merit

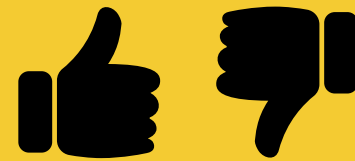
GCSE's:

8 GCSE's ranging from A-C, including Maths, English, and Science.



DO'S & DON'TS: PERMANENT CV

DO'S



DON'TS

- Make your CV clear, neat and tidy
- Tailor your CV to the job
- Place the important information up-front
- Keep it short and sweet
- Play to your strengths
- Use bullet points
- Include keywords from the job description
- Quantify your experience
- Ensure contact information is current
- Use dates of employment

- Use complicated fonts & colours
- Use unprofessional email addresses
- Send with spelling mistakes
- Include crazy selfies
- Overload with jargon
- Leave gaps in employment history
- Use clichés (Hard Worker/Team Player)
- Neglect your LinkedIn
- Overuse **BOLD** or *Italic*
- Repeat responsibilities

DO'S & DON'TS: CREDIT CV

DO'S



DON'TS

- Highlight your freelance experience
- Focus on project-based achievements
- Use a project-based format
- Showcase your specialised skills
- Mention notable clients/brands
- Include links to your portfolio
- Mention collaboration tools
- Highlight contract durations
- Include testimonials or client feedback
- Provide your availability

- Oversell or exaggerate
- Forget to include relevant freelance networks
- Use traditional chronological format
- Forget to mention rates (if appropriate)
- Overload your CV with too many projects
- Neglect client privacy
- Forget to highlight collaboration
- Neglect soft skills
- Complicate the layout
- Use an unprofessional email address

GOOD CVS: PERMANENT

SAMANTHA JAMES

4 Bold Street, Liverpool, L1 4JG | 079123456789 | samantha.james@example-example.co.uk

PROFESSIONAL SUMMARY

Story-driven Animator focused on character development and high-quality animation. Successful at completing action-driven and dramatic shots. Versed in a wide range of animation styles, techniques, and software programmes.

WORK HISTORY

ANIMATOR 11/2016 to Current

Design 101, Liverpool

- Combined technical and artistic abilities to accomplish challenging animation objectives.
- Applied understanding of storyboard composition, action, and storytelling to complete projects.
- Created worlds from scratch, including environment, lighting, and motion.
- Accounted for variables such as anticipation and impact for model development.
- Set and maintained a high standard of quality as a team benchmark.

ASSISTANT ANIMATOR 02/2013 to 11/2016

Mode Video, Liverpool

- Combined technical and artistic abilities to accomplish challenging animation objectives.
- Collaborated with motion capture department to collect data for specific characters.
- Built upon existing character animation to develop new stories.
- Utilised Adobe to create realistic characters with full range of emotions and movement.

APPRENTICE ANIMATOR 01/2005 to 02/2013

Stiblo, Liverpool

- Provided support and ideas with storyboard creation.
- Assisted lead animators in creating new worlds.
- Used software such as Adobe, Maya, and Vgond to create graphics.
- Supported the creation of animation from storyboard to final outcome.

SKILLS

- Accurate movement
- Animation pipeline understanding
- Fluent in Adobe Animate and Maya
- Hand drawing
- Graphic design
- Project management
- Problem solving
- Data management

EDUCATION

Bachelor of Arts: Animation, Expected in 2005
The University Of Liverpool - Liverpool

jodylauren

Graphic Designer

✉ j.l.cooke@hotmail.co.uk
☎ +447842516017
📷 @jodylaurenart

Profile

Results speak volumes. With my creative acumen and as design lead, I contribute a range of print and digital creative skills that result in award winning published retail materials. With a driven proactive attitude, flexible approach, I confidently apply a sound work ethic to all projects undertaken. I am trusted to lead, create, inspire, delegate and support wider team engagement. I continue to develop new and core skills incorporating advancements in technology to enhance project outcomes, from inception through to completion.

Skill set



Publishing

Contribution to multiple publications. Design lead and task ownership for materials.



Digital

Over 2 years digital experience - currently developing in-house assets for social media platforms.



Illustration

A champion conceptualising vector based elements to bring a concept to life.



Branding

Confidence in developing ideas and strategies that show insight and innovation.

Experience

Newtrade Media, Designer,

08/2018 - Present

- Brand guardian of Newtrade Media look and feel across a portfolio of print and digital products, HR assets, events, social media marketing, advertising and corporate branding
- Taking full ownership of the design of fortnightly publication, including templated pages and creation of new spreads to brand
- Leading a project campaign from concept leading to the successful outcome - a renewal of the initiative
- Creative and accurate design across multiple magazine print titles. Creating events and marketing collateral including large-scale banners, brochures and digital web banners
- Mentoring and management of a Junior Designer - motivation/creative instruction to enhance skill set
- Researching opportunities for design innovation - to enable products to be intuitive and easy-to-use
- Ensuring consistency of brands through creation and adherence of brand guidelines that capture the purpose, tone and function of each product
- Guiding the shape of major projects / advertising campaigns with global FMCG brands / agencies
- Prioritising key tasks and hitting deadlines
- Responsible to support growth of the print and online audience
- Laying out pages in InDesign and using Photoshop to edit images for print and web

Newtrade Media, Freelance Designer,

06/2018 - 08/2018

Freelance Graphic Designer,

08/2017 - 08/2018

- Communicating with clients to develop custom promotional and marketing collateral
- Developing and implementing branding for new and existing companies
- Producing detailed visuals and illustrations specific to client requests
- Working to tight deadlines and working on multiple projects at once
- Updating logos, templates and projects in line with new branding guidelines
- Using images effectively and having an eye for typography to balance layouts

A to Z Catering, Graphic Designer,

08/2017 - 08/2018

- Producing visual artwork for print and web - brochures, flyers, e-flyers, vehicle signage, packaging
- Liaising with printers, sourcing the best prices when required
- Shooting and editing products for company website and publications
- Creating new branding for packaging applied to external product lines
- Creating content and managing various social media accounts
- Solving IT/technology related issues, maintenance of the company website

Education

Bachelor of Arts Honours
09/2012 - 05/2015

Graphic Design and Illustration
University of Hertfordshire, UK

Advanced Levels and BTEC Double Award
09/2010 - 07/2012

Media, Sociology (AS Level)
Art & Design
Valentines Sixth Form

Courses

After Effects CC: Beginner - 04/2019
After Effects CC: Intermediate - 04/2020
Microsoft and PowerPoint - 06/2021

Full use of industry standard software

GOOD CVS: FREELANCE

PROFILE:

I am a production freelancer with experience on multiple productions across the short film, television, and commercial space. I am a confident and adaptable individual and approach all my work with a can-do attitude. London based.

SKILLS:

- MS Office, Excel, Outlook, social media
- Final Draft
- Script reports/coverage
- Excellent organisation/time management skills
- Effective communicator
- Negotiating with suppliers
- Sourcing freelance staff
- Work well in a team and collaborative environments
- Excellent attention to detail
- Diary management
- Looking after talent
- Covid Awareness Training (Screenskills)
- Budgeting & Processing invoices/expenses
- Preparing contracts

EXPERIENCE:

DATE	PRODUCTION	COMPANY	POSITION
Jan 23 – Feb 23	Happy Feet (Music Video)	The Orchard	Producer
	<ul style="list-style-type: none"> Developed the creative with the director following the record label's brief Organised and executed a complex shoot, managing budget, crew, kit hire and sourcing locations. 		
Sept 2021 - Present	Live broadcast	TJC	Producer
	<ul style="list-style-type: none"> Freelance producer at one of the UK's leading shopping television channels Prepare and produce four hour long live shows, working to tight deadlines This involves creating a schedule, editorialising elements of each show and managing a studio team during the show, which includes supporting the presenters with product information and prompts 		
Aug 22 – Oct 22	Adidas x Tik Tok Live	Out Since Tuesday	Production Assistant
	<ul style="list-style-type: none"> Assisted with booking crew, hiring kit, organising travel and catering. Supported the team during production meetings with the creative development of the show. Conducted research for the VTs being produced. On shoot days, I was responsible for overseeing the runners and worked closely with the client to ensure their needs were met 		
Jul 22 – Sept 22	God's Banker (Sizzle)	Our House Pictures	Production Assistant
	<ul style="list-style-type: none"> Assisted the producer in organising a 3-day shoot involving a water tank, cast of 30 and a car scene. This production also involved assisting with organisation of a week-long shoot abroad. Worked closely with the producer helping manage budget, booking crew and drawing up contracts. 		
Jul 22 - Aug 22	fly (Short Doc)	Our House Pictures	Producer
	<ul style="list-style-type: none"> Produced a documentary conceptualised as part of YARNS, a short film competition by Stitch and Homespun Sourced crew for shoot days, managed the budget, organised insurances, kit hire, built call sheets and movement orders. Built a trusted partnership with the director and collaborated with her creatively to ensure her vision was executed 		
OTHER EXPERIENCE:			
Dec 22 – Feb 23	My Brudda (BFI Short)	Armoury	Production Assistant
Oct 22 – Nov 22	The Unfilled Scholars	Lammas Park	Production Assistant
Sept 2022	Charlotte Tilbury – Lunar Moon	Gas Studios	Studio Assistant
April 2022	London Calling	Elemis x Rixo	Production Assistant
Oct 2021 - April 2022	This Morning	ITV	Studio/Office Runner

John Smith

PRODUCTION MANAGER

+44 (0)7700 000 00 | johnsmith@me.com

[in](#) [IMDb](#) [LinkedIn](#) MANCHESTER / NW

About Me

Production Manager based out of Manchester with 15 years' experience in factual, obs doc, sport and entertainment. I moved my career from London to Manchester in 2018 and have really enjoyed returning to my roots and building my network up north. I'm eager to help more production companies expand their crews regionally, as well as globally and access the exceptional talent we have. I've managed teams based exclusively in London and Manchester, transnational teams, as well as remote teams working around the country and across the world. I'm also available to work remotely.

Recent Credits (Manchester)

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Lingo, series 3 | GAMESHOW 50x60 [itv](#)

APR – AUG 2022 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Series Producer: Philip Whelan | Executive Producers: Pam Cavannagh / Dympna Jackson | Production Exec: Beccy Green
Villages by the Sea, series 3 | FACTUAL 10x30 [TWO](#)

AUG 2021 – APR 2022 | PRODUCTION MANAGER | DRAGONFLY (PART OF BANIJAY / SHINE GROUP)

Series Producer: Farah Qayum | Production Execs: Jack White / James Mudie | Exec Producers: Pete Wallis-Taylor / Ros Pound
Yorkshire On Call, series 1 | OBS DOC 5x60 [TWO](#)

MAY – AUG 2021 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Series Producer: Zoë Thorman | Executive Producers: Pam Cavannagh / Dympna Jackson | Production Exec: Beccy Green
Villages by the Sea, series 2 | FACTUAL 6x30 [TWO](#)

FEB – MAR 2020 | PRODUCTION MANAGER | PURPLE PRODUCTIONS (PART OF OBJECTIVE MEDIA GROUP / ALL3MEDIA)

Executive Producers: Pam Cavannagh / Dympna Jackson | Production Executives: Evie Sangale / Emma Read-Wilson
MOTORWAY COPS: CATCHING BRITAIN'S SPEEDERS (PILOT) | OBS DOC 1x60 [5](#)

JAN – DEC 2019 | PRODUCTION MANAGER | BBC STUDIOS – FACTUAL

Executive Producers: Rob Unsworth / Caroline Short / Rowland Stone | Head of Production: Sue Pitt

Health: Truth or Scare (series 3) | FACTUAL 5x45 [one](#)

For Love or Money (series 1) | FACTUAL 5x45 [one](#)

The One Show (series 14) | CURRENT AFFAIRS & CONSUMER FILMS 174x5 [one](#)

Tourtette's Teacher | OBS DOC 1x60 [5](#)

Britain's Christmas Story (series 1) | FACTUAL 2x60 [one](#)

JAN 2019 | PRODUCTION MANAGER (INTERIM) | ARTLAB FILMS

Executive Producer: Mark Tattersall

Warship: Life at Sea (series 2) | OBS DOC 4x60 [5](#)

MAY – DEC 2018 | PRODUCTION MANAGER | WORKERBEE (NÉE ENDEMOL SHINE NORTH: PART OF SHINE GROUP / BANIJAY)

Series Producer: Chris Walley | Executive Producer: Coral Lawson | Production Executives: Nicola Griffiths & Kay Beaumont

I'm Not Driving That! ...with Ali-A (series 1 & 2) | FACT ENT RIG 20x22 [one](#) [two](#)

JAN – MAY 2018 | PRODUCTION MANAGER | BBC STUDIOS – FACTUAL

Series Producer: Rowland Stone | Executive Producer: Caroline Short | Production Executive: Sue Pitt

Right on the Money (series 4) | FACT 10x45 [one](#)

LINKEDIN

1. Ensure your LI summary is similar to your CV profile:

- It can have a bit more detail about your career journey but is basically a blurb on your professional career to date so make it good.

2. Make sure your dates match:

- A mismatch in employment dates between your CV and LI page is the most common error. This is basic attention to detail so make sure they match!

3. Employment Company History:

- Again when people get the dates wrong it then often leads to inaccuracy with the companies they have worked for (or those companies are simply missed out). It goes without saying that these need to match.

4. Job Titles:

- If your CV says you were a Manager then so should your LI profile. Often people try to make themselves seem more senior on the LI profiles but again if it doesn't match it leads to confusion so decide what you are and make sure they say the same on both.



COVER LETTERS



A COVER LETTER SHOULD...

- Be well-written and provide some sense of your personality and professionalism.
- Target the position for which you are applying.
- Show that you've taken the time to write compelling application material that shows your interest in working for the business in this role.
- Make clear and persuasive connections between your experiences and the skills required to excel in the job.



GOOD COVER LETTERS

GINA COLLINS

1 Main Street, New Cityland, CA 91010 | | C: (555) 322-7337 | example-email@example.com

Dear Hiring Professional,

Looking for a versatile Film Crew Member? Search no further, because I am ready for the job. With over 10 years' experience in multiple film roles, I will step in and make an immediate contribution to IronAge Production Company's continued success.

You are seeking someone who can learn and adapt to tasks quickly, and that is exactly what I am prepared to do. With previous positions as Construction Grip, Set Decorator, and Boom Operator, I have expertise in multiple areas and can pick up new roles with ease. In addition, I am detail-oriented, creative, and have strong communication skills.

I look forward to meeting with you in person this week and discussing the details of this position. In the meantime, please find my resume attached. References are available upon request.

Sincerely,

Gina Collins

INEZ CRAIG

Milford, MA 01757 | 555-555-5555 | example@example.com

April 19, 2023

Muriel Perez, Creative Director
Bizarro Entertainment
8438 Ashley Ave.
Milford, MA 01757

Dear Perez,

As an experienced entertainment producer with over 15 years in the industry, I am excited to apply for the role at Bizarro Entertainment.

Throughout my career, I have had the opportunity to work on a wide range of productions, including "Can It Be Solved?", "The Cat's Mind" and "Lady Chatterley's Son". I have a strong track record of success in delivering high-quality content on time and within budget.

In my previous role at LumiLily, I oversaw the production of 22 television shows, resulting in an average of one million viewers per episode. I have also managed a team of 13 employees and have consistently received positive feedback on my leadership and management skills.

In addition to my extensive experience in the entertainment industry, I am bilingual in Spanish and French, which has proven to be a valuable asset in my career.

I am confident in bringing my passion and expertise to Bizarro Entertainment and contributing to its ongoing success. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Portfolio upon request.

I look forward to your reply.

Sincerely,
Inez Craig

Ethan Burton

1 Main Street
New Cityland, CA 91010
Cell: (555) 322-7337
example-email@example.com

Dear Mr. Madsen,

As a highly skilled Internet Marketing Specialist, I read your posting for a new Internet Marketing Specialist with interest. My experience aligns well with the qualifications you are seeking at Tandem Marketing, in particular my role as Internet Marketing Specialist at eBay, and I am certain I would make a valuable addition to your organization.

With more than eight years' experience as an Internet Marketing Specialist, I am adept in research, project management, and process optimization. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate organization and time management abilities, I excel at:

- Improving and optimizing marketing campaigns.
- Designing and conducting research and testing protocols.
- Establishing and maintaining an effective social media presence.
- Developing successful online marketing campaigns.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for mathematical applications in marketing. I am extremely enthusiastic about Tandem Marketing's focus on the technology sector and would welcome the opportunity to contribute to your team by elevating your research protocols and improving the accuracy of your information.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.

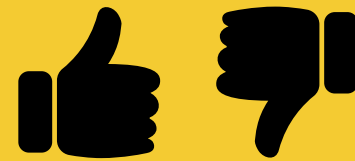
Thank you for your time and consideration.

Sincerely,

Ethan Burton

DO'S & DON'TS: COVER LETTERS

DO'S



DON'TS

- Customise for the job
- Address the hiring manager
- Open strong
- Highlight relevant achievements
- Show enthusiasm
- Keep it concise
- Proofread carefully
- Align with the job description
- Use a professional tone
- Include a call to action
- Use a clean format
- Quantify success

- Rehash your CV
- Use a generic template
- Be too wordy
- Be negative
- Include relevant information
- Use informal language
- Be overly confident or humble
- Overuse 'I'
- Use cliches or overused phrases
- Make Demands
- Forget to read the job description thoroughly
- Copy and paste for different roles

FINDING WORK



NETWORKING: IN PERSON



GET A LIST OF ATTENDEES

Take a look at the names and select a few people you want to meet. Look at their LinkedIn and Twitter profiles to see what they're talking about and whether you have any mutual connections.



REACH OUT

Reach out to a few people you want to meet on social media to start the conversation. You'll feel more comfortable introducing yourself when you meet in person.



ARRIVE EARLY

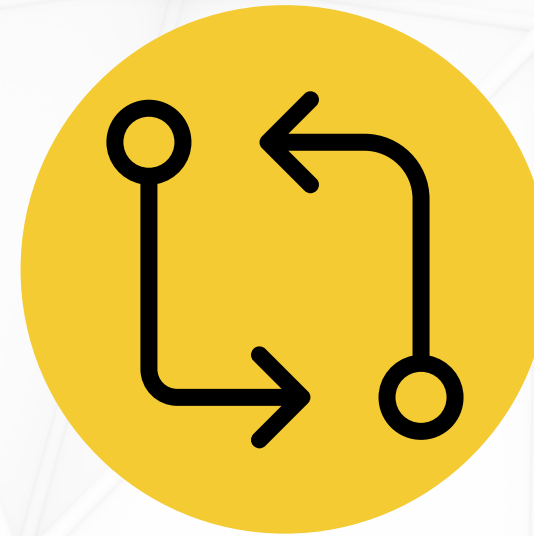
It may be tempting to arrive "fashionably late," but it's easier to mingle with just two or three people than it is to walk into a room full of people you don't know.

NETWORKING: IN PERSON



BE BOLD & CONFIDENT

For some people, this comes naturally. Others may need to “fake it until you make it.”



FOLLOW UP

Exchange numbers/email with the people you meet, then follow up with them, either by phone, email or LinkedIn.



FREELANCERS

Connect with freelance colleagues get numbers and make yourself indispensable

WHERE TO LOOK FOR WORK



CONTACT US



+44 (0)20 7383 3850



mail@searchlight.global



www.searchlight.global



**Lion Court, 25 Procter St, London
WC1V 6DW**