



# 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.

































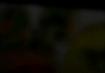


































































































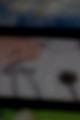




















# **OUR CLIENTS**









# MEDIA



## audionetwork

**Unified Streaming** 

HAT TRICK







NEOM





# WHY A CV?

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



# **CV STRUCTURE**

## **PROFILE/KEY SKILLS**

## WORK **EXPERIENCE**

2

**EDUCATION** 

3

## **SUPPORTING** AWARDS/ **CERTIFICATIONS**

4

# **PROFILE/KEY SKILLS**

Job Seeker

Jobseeker@gmail.com – 078000000 – 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.



# AI/CHATGPT

- Always reread and edit your CV after using ChatGPT especially for grammar.
- Use ChatGPT to rephrase achievements or responsibilities to better match job descriptions.
- Recruiters can often tell when content is Algenerated.
- Use ChatGPT to find strong synonyms.
- Treat AI as a helpful tool, not a replacement for your judgment and professional tone.

🔒 openai.com/blog < 🗊

#### Menu

## Introducing ChatGPT

(G) OpenAl

We've trained a model called ChatGPT which interacts in a nversational way. The dialogue nat makes it possible for GPT to answer followup ons, admit its mistakes, the incorrect premises, and opropriate requests.

> Read about ChatGPT Plus

# **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 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-Tayler / 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

(June 2020 - Present)

- 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,

- Working with internal and external creative teams; briefing scriptwriters, filmmakers for shoots, and managing editors during the post-production process
- Delivering arts-industry learning and career development programmes for young people Designing and arranging filmmaking and animation workshops with children, young people
- Creating pitch documents, casting notices, call sheets, risk assessments, rights clearances ٠ . and vulnerable groups

(Aug 2018 - June 2020)

- 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

## PERMANENT

#### **Chocolate Films**

#### Producer

- inter-governmental, charity, arts and heritage sectors
- Setting and owning production budgets and delivery schedules

#### **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

# **EDUCATION**

## **Correct Layout:**

Academic Achievements

### Degree

BA (Hons) Digital Television Production Ravensbourne, Media Production, 2:1

## **A-Levels:**

MEDIA COURSES

## GCSE's:

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



# DO'S & DON'TS: **PERMANENT CV**

## DO'S

- 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

## **DON'TS**

• Use complicated fonts & colours • Use unprofessional email addresses • Send with spelling mistakes • Include a photo • 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

- 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

## **DON'TS**

• 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.

Graphic design

Project management

- 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 Vyond 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
  - Problem solving Data management
- Hand drawing
- EDUCATION

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

## jodylauren Graphic Designer

#### 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 task ownership for materials

Ĩ

#### Experience

Manda da Madra

Newtrade Media, Designer, 08/2018 - Present Newtrade Media, Freelance Designer, 06/2018 - 08/2018	Brand guardian of 1 products, HR assets. Taking full ownershi- creation of new spre- leading a project or Creative and accure events and marketin Mentoring and man Researching opport Ensuring consistent gurpose, tone and Guiding the shape Prioritising key tasks Responsible to supp Laying out pages in		
Freelance Graphic Designer, 08/2017 - 08/2018	Communicating wit     Developing and im     Producing detailed     Working to tight dee     Updating logos, ten     Using images effect		
A to Z Catering, Graphic Designer, 08/2017 - 08/2018	<ul> <li>Producing visual art</li> <li>Liaising with printer</li> <li>Shooting and editin</li> <li>Creating new brance</li> <li>Creating content art</li> <li>Solving IT/technologies</li> </ul>		
Education Bachelor of Arts Honours 09/2012 - 05/2015 Advanced Levels and BTEC Double Award 09/2010 - 07/2012	Graphic Design and Q University of Hertfo Media, Sociology (AS Art & Design Q Valentines Sixth For		



⊠ jl.cooke@hotmail.co.uk +447842516017 @jodylaurenart



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



Confidence in developing ideas and strategies that show insight and innow

 Brand guardian of Newtrade Media look and feel across a portfolio of print and digital s, events, social media marketing, advertising and corporate branding ip of the design of fortnightly publication, including templated pages and

- reads to brand campaign from concept leading to the successful outcome - a renewal of the initiative
- vate design across multiple magazine print titles. Creating ting collateral including large-scale banners, brochures and digital web banners nagement of a Junior Designer - motivation/creative instruction to enhance skill set tunities for design innovation - to enable products to be intuitive and easy-to-use cy of brands through creation and adherence of brand guidelines that capture the
- function of each product e of major projects / advertising campaigns with global FMCG brands / agencies ks and hitting deadlines
- port growth of the print and online audience n InDesign and using Photoshop to edit images for print and web

ith clients to develop custom promotional and marketing collateral plementing branding for new and existing companies visuals and illustrations specific to client requests

- adlines and working on multiple projects at once
- mplates and projects in line with new branding guidelines
- tively and having an eye for typography to balance layouts

twork for print and web - brochures, flyers, e-flyers, vehicle signage, packaging rs, sourcing the best prices when required ng products for company website and publication ling for packaging applied to external product lines

- nd managing various social media accounts
- pay related issues, maintenance of the company website

#### Courses

Illustration rdshire, UK 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

 Covid Awareness Training (Screenskills) Budgeting & Processing invoices/expenses

Excellent attention to detail

Work well in a team and collaborative environments

Preparing contracts

Diary management

Looking after talent

#### EXPERIENCE:

AT ERIEI GE.			
DATE	PRODUCTION	COMPANY	POSITION
Jan 23 – Feb 23	Happy Feet (Music Video)	The Orchard	Producer
	tive with the director following the record cuted a complex shoot, managing budget,		ns.
Sept 2021 - Present	Live broadcast	DLT	Producer
Prepare and produc	at one of the UK's leading shopping televi te four hour long live shows, working to tig g a schedule, editorialising elements of eac	ht deadlines	am 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** 

- · 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

- 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.

<ul> <li>worked closely with the producer helping manage budget, booking crew and arawing up contracts.</li> </ul>						
Jul 22 - Aug 22	fly (Short Doc)	Our House Pictures	Producer			

• Produced a documentary conseptualised 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 Untitled 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

#### About Me

working around the country and across the world. I'm also available to work remotely.

#### Recent Credits (Manchester)

Lingo, series 3 | GAMESHOW 50x60

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Yorkshire On Call, series 1 | OBS DOC 5x60 TWO

Villages by the Sea, series 2 | FACTUAL 6x30 TWO

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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 The One Show (series 14) | CURRENT AFFAIRS & CONSUMER FILMS 174x5 Tourtette's Teacher | OBS DOC 1x60 5 Britain's Christmas Story (series 1) | FACTUAL 2x60

JAN 2019 | PRODUCTION MANAGER (INTERIM) | ARTLAB FILMS Executive Producer: Mark Tattersal Warship: Life at Sea (series 2) | OBS DOC 4x60 5

JAN - MAY 2018 | PRODUCTION MANAGER | BBC STUDIOS - FACTUAL Right on the Money (series 4) | FACT 10x45

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

MANCHESTER / NW

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

#### 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

#### 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-Tayler / Ros Pound

#### 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

#### 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

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

# LINKEDIN

## 1. Have a link to LinkedIn on your CV:

 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.

## 2. Have a photo on LinkedIn and not on your CV:

• -Keep your photo professional

## 3. Ensure your LI PAGE is similar to your CV:

 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.

## 4. Use skills and key words:

 $\circ\,$  - Recruiters will use the key word function to find candidates

## 5. Open to work banner:

 An 'Open to Work' banner boosts visibility. It shows you're available to your network and recruiters. It's a simple way to speed up your job search.



# COVER LETTERS

, Managed 50 marketing and sales re , Reduced operating costs by 10% 2003-200 ad 123 Manag Dear Mr. Smith: ) am responding to your jo find enclosed my résumé l Ihave over ten years of exp my career. I believe I would Thank you for your considerat Sincerely, John B. Doe

# 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.
- Use ChatGPT to draft your cover letter, but remember to edit and personalise it before sending.



# **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 detailoriented, 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

- 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 'l'
- Use cliches or overused phrases
- Make Demands
- Forget to read the job description throughly

## **DON'TS**

# FINDING WORK

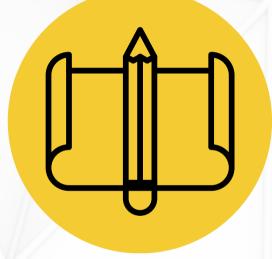


# NETWORKING: IN PERSON



## **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









blueberry

facebook

Linked in





## Production **Base**





# **CONTACT US**



+44 (0)20 7383 3850







Lion Court, 25 Procter St, London WCIV 6DW

