

How To: Resumes for Athletes

The Basics

1. The following are only guidelines. **There's no ONE way to write a resume**—pick what works for you and your future career.
2. Here are some of the skills you may have gained in athletics:
 - Leadership
 - Confidence
 - Teamwork
 - Discipline
 - High energy level
 - Time management
 - Goal oriented
 - Committed
 - Self-motivated
 - Coachable
3. **Don't leave it up to the employers to find these qualities!** Use strong action words using the action verb handout at the end of this packet.
4. You may not have traditional work/internship experience, but write what your athletics involvement similarly to a work entry:
 - Devoted an average of 25 hours/week to training, practices, meetings, travel and competition while maintaining a courseload of 15 credit hours in Biology.
5. **Use other sections to help demonstrate your skills and fill your resume!**
 - There are many transferable skills that can be developed through volunteer positions, involvement in student and professional organizations, and through class projects.
6. Omit personal pronouns, such as “I,” “me,” “my,” etc.
7. Do not include personal data, such as height, weight, marital status, age, health, etc. (If applying for government positions, please contact Career Services & Professional Development before omitting)
8. Do not include personal references as a part of your resume. Include separately.
9. Make sure there are no typos! This is the first reason employers eliminate applicants.

Elements of a Resume

These elements can be switched in order based on how relevant the information is to the job/career. You do not need to use all of these sections!

Identification

- Your contact information and address block should be first

Education

- All institutions you've attended, degrees earned, and graduation dates
- Reverse chronological order (most recent first)
- Can also include relevant coursework

Skills & Qualifications

- Consider what the employer is looking for and what you have
- Change this for each job you apply to
- Indicate the language *and* proficiency level (Fluent, working knowledge, intermediate)

Related Projects:

- Can include a summarized detail of your experience working on *relevant* assignments

Campus Involvement or Leadership Experience

- List any organizations you're a member of—including sports
- If you had a position on the team or in an organization, list that first

Professional Experience

- Can include paid and unpaid jobs/internships
- Include 3-5 bullets for each

Awards & Honors

- All *relevant* distinctions, fellowships, awards, or grants
- Do not include anything from high school

Professional Development/Training

- Any type of training completed that is relevant to your career (ex: C++ certified)

Professional Memberships

- Include any memberships to professional organizations

Community Outreach

- List any volunteer experience, just including the MM/YY of service

Sample

Hint:
Don't copy any work you see here-it's actually considered plagiarism!

Jason Jase
1111 Number one
San Antonio, Texas 78211
Home: (210) 333-2222
jason@mail.com

EDUCATION

Bachelor of Business Administration

University of the Incarnate Word
Dual Graduation Pending May 2022
GPA: 3.9

Relevant Coursework:

- Accounting I & II
- Tax Accounting
- Auditing I-IV
- Advance Accounting Principles

SKILLS/QUALIFICATIONS

- Bilingual: Fluent English/Spanish (Read, write, and speak)
- Possess a thorough understanding and sensitive nature towards diverse cultures
- Demonstrated ability to multi-task in fast paced environments
- Proficient in MS Office Suite
- Strong problem-solving skills

RELATED PROJECTS

Nonprofit Accounting Analysis

University of the Incarnate Word
Fall 2010

- Collaborated with 10 other classmates to do a multi-faceted accounting analysis of a local nonprofit
- Designed and created an efficient cost-tracking database system which was immediately adopted by the agency and is still in use today

LEADERSHIP EXPERIENCE

Captain, UIW Cardinals Basketball Team

University of the Incarnate Word

August 2011-Present

- Built positive relationships with 30 other team members through teamwork and communication
- Provide support and leadership to incoming team-members
- Selected by coaches to lead the team through daily drills and serve as liaison between players, coaching staff and officials

WORK EXPERIENCE

Tutor, Accounting I

University of the Incarnate Word

August 2010-Present

- Provide support for up to 10 individual students per week outside the classroom to enable them to be fully successful in their Accounting I class

AWARDS AND HONORS:

- Dean's List, University of the Incarnate Word August 2009-present
- Athlete of the Decade May 2011

COMMUNITY SERVICE:

- Golden Harvest, University of the Incarnate Word October 2010
- Habitat for Humanity May 2009

References Available Upon Request

Action Verbs

Management Skills

Administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
stimulated

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed

directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed

Detail Skills

approved
arranged
catalogued
classified
collected

compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematize