

What skills is my document showcasing?



RESUME TIPS FOR STUDENT-ATHLETES

The experience you gain in athletics can be valuable to employers, but just like any experience it's important to demonstrate how that experience is relevant. It shows leadership, teamwork, strong work ethic, dedication, time-management, perseverance, and the ability to receive and implement constructive feedback. You may wonder, how do I include it on my resume in a professional way? Below are some ideas for highlighting this experience for future employers.

TRANSFERABLE SKILLS TO HIGHLIGHT

- Teamwork/team oriented
- Leadership
- Time management, self-discipline, and work ethic
- Ability to motivate self and others
- Mentoring/coaching
- Ability to perform/work well under pressure and in competitive environments
- Flexibility and adaptability
- Goal oriented
- Coachable and able to receive feedback

KEY CONSIDERATIONS

- Decide on how you want to categorize your athletic experience on your resume i.e., “Experience,” “Athletic & Coaching Activities,” “Leadership,” etc.
- Some experiences may have descriptive bullet points demonstrating relevance to your target opportunity, while others may just include titles, positions, and dates.
- Quantify experience when possible, i.e. amount of hours spent in practice, how many students you coached, etc.
- List the division of your sport and rankings
- Scholarships, honors, and awards can be listed as a bullet under the school in “Education” or included in the bullet for that specific athletic experience.

ASK YOURSELF...

- What skills is my resume highlighting?
- Are they relevant for the opportunities I am applying to?
- What might be important to an employer? Is that reflected on my resume?
- Did I prioritize the awards/activities that are most meaningful and relevant instead of listing them all?
- If someone who didn't know me read my resume, would they understand my experiences and activities?
- Are there any errors? If you're unsure meet with a Career Coach, ask a friend or ask ChatGpt to edit

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EDUCATION

Stanford University, Bachelor of Arts in Psychology (anticipated) 6/20XX

- Awards: NCAA Elite 90 Award (Dates (MM/YY-MM/YY), Bob Murphy Award (Date (MM/YY))
- Coursework: Title of class or subject matter

Your High School, Sunshine, CA 6/20XX

- GPA: 3.7/4.0

ATHLETIC ACTIVITIES & EXPERIENCE

Team Member/Position, Team Name & Sport, City, State 00/0000 - 0/0000

- Trained and competed 30-35 hours per week during fall and winter quarters while managing full academic course load
- Developed skills in teamwork, communication, and discipline to meet personal and team goals
- Learned and executed the policies and procedures governed by the NCAA
- Participated in philanthropic events such as _____ raising \$ _____
- Competed in NCAA Championship Tournament, 20XX
- Ranked _____ nationally for _____

Captain, Team Name & Sport, City, State 00/0000 - 0/0000

- Led warm-ups and ran practice drills for ___ team members
- Demonstrated good sportsmanship and leadership during practice and games
- Developed teamwork by leading small group activities at annual retreat
- Coordinated logistics for two motivational speakers at team dinner attended by _____ students and staff
- Motivated and unified teammates to win ___ consecutive conference championships

Coach, Team Name & Sport, City, State 00/0000 - 0/0000

- Organized weekly 30-minute practices for _ 8th grade students
- Supervised drills and assessed players' skill levels to effectively augment individual ability
- Mediated coaches' and players' conflicts throughout the season
- Constructed starting lineups for weekly game
- Coordinated airfare and lodging logistics for _____ players to attend national championship

LEADERSHIP

- Position, Name of Organization, 00/0000 - 0/0000
- Position, Name of Organization, 00/0000 - 0/0000
- Position, Name of Organization, 00/0000 - 0/0000

SKILLS & INTERESTS

- *Technical:* Adobe Creative Suite, Java, R, Python
- *Languages:* Basic Spanish, proficient in French
- *Interests:* Football, hiking, guitar, ballet