



# HOW TO CREATE AN ATHLETE RESUME

## Why does an athlete need a resume?

A professional resume is a great resource that every athlete should have. By taking the time to pull together your accomplishments, your skills and experiences you will have a real resource that can help in a variety of ways. A resume is crucial when looking for employment, but it is also a huge advantage to include when applying for funding opportunities, awards or when approaching sponsors. It makes sense to capture and promote your great achievements, get the edge and develop your resume using this easy guide.

## What makes a great athlete resume?

These key components can create a great athlete resume:

- Professional layout and design
- Clear and concise info about your achievements
- Your future goals and aspirations
- Specific sport information
- Eye-catching, making your resume stand out for the right reasons

## What are common resume mistakes?

Watch out for these common resume mistakes:

- Spelling, punctuation and grammar errors
- Including information that isn't relevant
- Layout is not structured and it is hard to follow
- Information is too wordy, vague and rambling
- Lacks specifics in terms of achievements and information

## Remember:

This is your chance to promote who you are and educate people about what you can do. An effective resume can be a great catalyst for future opportunities. Make sure you are on track and have an outstanding resume on hand. You never know when it may come in handy.

## What do traditional resumes look like?



Here are three examples of traditional resumes. You've probably seen examples of these before.

**JOAN M. JEFFERSON**  
1234 W. Wescott Drive • Peoria, Arizona 85382 • (602) 555-1234

**ARROWHEAD COMMUNITY HOSPITAL, Glendale, Arizona** ..... Three years  
Organized the hospital Auxiliary, serving as President the first year. Succeeding years served as ex-officio member of the Auxiliary Board of Directors, working on special fund-raising projects, as well as serving on the hospital volunteer staff. In a volunteer position, was responsible for contacting all discharged patients for their comments on patient care while hospitalized at Arrowhead hospital.

**COLTER VILLAGE, Glendale, Arizona** ..... One year  
As Volunteer Coordinator, developed and organized a volunteer program for both the nursing home and the independent living apartment complex, which included recruiting, training, developing policies and procedures and job descriptions for all volunteer positions needed for the complex.

**CRICKET GIFT SHOP, Metairie, Louisiana** ..... Two years  
Manager and Buyer for a gift shop in a 200-apartment complex for senior citizens under HUD and church-supported assistance and guidelines. This position included designing the shop, ordering supplies, purchasing the stock, obtaining and training volunteers, developing policies and procedures, conducting semiannual inventories, preparing an annual profit and loss statement, and budget planning. The profit from the shop was used directly or indirectly for the residents' care and activities.

**PRESBYTERIAN CHURCH KINDERGARTEN AND PLAY SCHOOL, Metairie, Louisiana** ..... Two years  
As Manager, supervised all aspects of the schools, including hiring of teachers and directors and managing a \$100,000 annual budget.

**PARKWAY CAREER GUIDANCE PROGRAM, Metairie, Louisiana** ..... One year  
Chairman of a program targeted at high school juniors and seniors. The scope of the program included: 1) individual counseling by business leaders; 2) regular monthly group meetings; 3) leading through the University of Southern Mississippi; 4) follow-up counseling by the University counselors; 5) Career Night, a forum chaired by business leaders with individual interviews available for the students.

**EAST JEFFERSON HOSPITAL, Metairie, Louisiana** ..... Seven years  
Hospital volunteer for this 350-bed hospital, including Unit Clerk Assistant, Emergency Room Hostess, and Information Desk Clerk.

**GIRL SCOUTS OF AMERICA, Philadelphia, Pennsylvania and Dallas, Texas** ..... Sixteen years  
Neighborhood Chairman with responsibility for 26 troops (560 girls) and more than 75 adult leaders. Conducted leadership training for both the Neighborhood and the Council, and planned Neighborhood and city-wide events. Responsible for all troop organization, recruiting leaders and sponsors, arranging for meeting places, and obtaining other types of volunteers - all following the guidelines of the national and state organizations.

**OTHER ORGANIZATIONS** ..... Various years  
Publicity Chairman for the League of Women Voters in Dallas, Texas. Scheduler (Appointment Secretary) for a candidate running for State Representative in the State of Louisiana. Volunteer for the National Cancer Foundation, Red Cross, United Way Campaign, and the Freedom Train Foundation.

**AWARDS**

Honored in 1982 as one of twelve recipients of the "Carnation Award" given annually in New Orleans, Louisiana, for outstanding volunteer service to the community at large.

"Certificate of Merit" for outstanding service to the Jefferson Parish Community of Louisiana, 1992

"Volunteer of the Year" award for 1992 by the Newcomers Club of New Orleans, Louisiana

Awarded for over 5,000 hours of service as a volunteer for Louisiana hospitals

Recognition award from Colter Village, Glendale, Arizona, for Service to the Older Adult

"Volunteer of the Year" award for 1989 by Arrowhead Community Hospital

**CKIE WILSON**  
New Deco - Miami, Florida 33181  
[jackie\\_w@sports.com](mailto:jackie_w@sports.com)

**BRIEF SUMMARY OF QUALIFICATIONS**

Athletic, and customer service environments. Educated in human resources management. Proven record in team motivation. Dedicated to meeting customer needs. Experienced in effective marketing, influential sales presentations. Well versed in Microsoft Word, Excel, and PowerPoint.

**EDUCATION**

Biami, Florida  
1992, 2002  
M.A. in Marketing, Management, and Life Sciences.  
Courses: Physiology, Biology, and Microbiology.  
Honors: Phi Kappa Phi.

**HONORS**

*Scholarship*

*Conference Academic All-American - Varsity Volleyball \**  
*Varsity - Scholar Athlete - Varsity Volleyball \**  
*1st Most Improved Instructor Award - Aerobics \**

**Memberships and Affiliations**

*Council Member for Women's Athletics Team \**  
*Member of Athletic Leadership Team \**  
*Directed inner-city youth sports clinics \**  
*Organized and taught reading programs for under-resourced K-8th grade youth \**  
*Launched and coordinated community service activities for collegiate volleyball team \**

**PROFESSIONAL EXPERIENCE**

**UNIVERSITY OF THE EAST COAST RECREATIONAL CENTER, Miami, Florida** 2001 - Present  
*Aerobics Instructor*

- Doubled aerobics class attendance by developing and effectively marketing health and exercise programs.
- Spearheaded total personal exercise programs, improving client success rates.

**Florida** 1999 - 2002  
*Customer Service Representative*

- Provided exceptional customer service, which helped increase repeat customer business.

**Florida** Summer 2000  
*Marketing Assistant*

- Assisted in building a strong customer relationship and effectively marketing products to prospective clients.
- Developed and implemented a marketing program.

**MITCH SEBURN**  
702-555-1212 • support@resumeeedge.com  
877 Brandon Way • Las Vegas, Nevada 89102

**ATHLETIC DIRECTOR • COACH • ADMINISTRATOR • TEACHER**

Articulate, student-focused individual with proven expertise in motivating youth to achieve goals, while also prioritizing and strategizing for winning school athletic programs. Holds students, parents, and staff in high esteem, and interacts with the greatest degree of professionalism and personal integrity. Background includes leadership in the educational field and in business. Dedicated to student and staff development. Proficient with athletic scheduling software.

**ATHLETICS EXPERIENCE**

**NEVADA PRIVATE BOYS SCHOOL, Las Vegas, Nevada** 2001 - Present  
*Athletic Director, Boys Varsity Basketball Coach*

- Exceeded Athletic Association standards by reorganizing Athletic Department.
- Created new policies and procedures and rewrite Athletic Handbook.

**ATHLETIC CONFERENCES, Las Vegas, Nevada** 2001 - Present  
*President and Member*

- Function as Acting President of Nevada Athletic Conference (NAC).
- Participate in National Interscholastic Athletic Administrators Association (NIAAA) and Nevada State Interscholastic Athletic Administrators Association (NSIAAA). Attend NIAAA leadership classes.

**HIGH SCHOOL ATHLETICS, Las Vegas, Nevada** 1999 - 2000  
*Junior Varsity Basketball Coach (2000-2001), Assistant Basketball Coach (1999-2000)*

- Coached Junior Varsity team and assisted Varsity coach at Nevada Private Boys School.
- Assisted Varsity and Junior Varsity Basketball teams in Division 1 at Desert High School.

**EDUCATIONAL EXPERIENCE**

**NEVADA PRIVATE BOYS SCHOOL, Las Vegas, Nevada** 2001 - Present  
*Assistant Principal, Dean of Students, Teacher*

- Assist Principal daily with duties, and handle most disciplinary matters.
- Instruct students in algebra, physical education, and computer science.
- Improved several school policies and procedures, and revised student handbook.

**NEVADA PRIVATE GRADE SCHOOL, Las Vegas Nevada** 2000 - 2000  
*Honors Algebra Teacher*

**BUSINESS EXPERIENCE**

*Private Accountant, Templar Bookkeeping Company, Las Vegas, Nevada (1999-2001)*  
*Accounting Analyst, Statewide Data Systems, Las Vegas, Nevada (1995-1999)*  
*Corporate Accountant, Bryson Division, Inc., Las Vegas, Nevada (1993-1995)*

**EDUCATION**

*CALIFORNIA STATE UNIVERSITY, Fullerton, California*  
*Bachelor of Science in Business Administration, Finance, 1993*

These usually have the same structure and list a person's contact details, work history, education & relevant achievements.

This is a good start, but we want to provide you with the tools to construct a great resume, not just a good one.

## What could your resumes look like?

Include photos of you in action! Make a powerful connection with the person reading your resume by giving them a visual of what you do as an athlete

There are some excellent opportunities to make your resume athlete specific, here are some ideas...

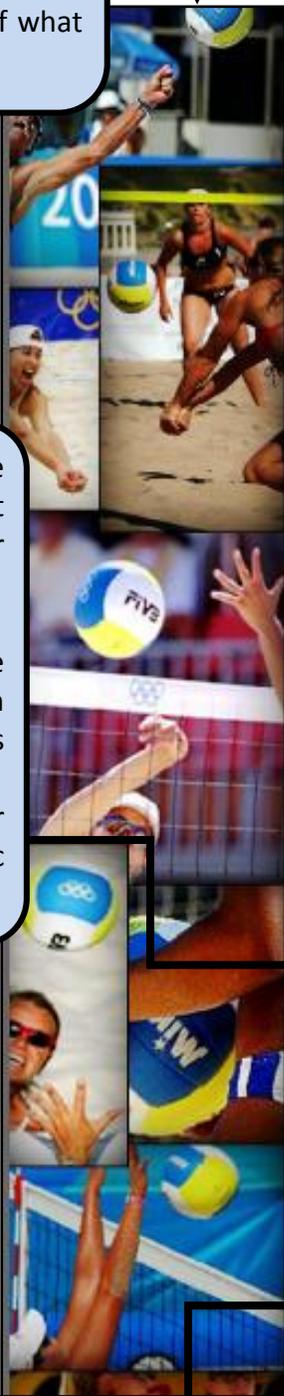
Make sure your contact information is clear & at the top of the page.

If you don't have an impressive list of education or employment achievements, you could replace these titles with others such as "Community Involvement" or Sport Specific Skills"

Think about all of your achievements & make sure that you are concise and include only the major highlights of your career so far

Including your future goals shows that you are forward thinking and focused.

Don't forget to include people that can be contacted for a reference – and don't forget to ask them first!



### ALICE ATHLETE

9753 Somewhere Street  
Somewhereville, BC  
V6G 819  
Canada

P: 779-820-0344  
E: [aliceathlete@gmail.com](mailto:aliceathlete@gmail.com)  
W: [www.aliceathlete.com](http://www.aliceathlete.com)

#### OBJECTIVE:

To continue working towards becoming an elite beach volleyball player to qualify for the 2012 Olympic Games in London.

#### ATHLETIC ACHIEVEMENTS:

- First Place, Somewhereville Cup, 2008
- Team BC Beach Volleyball Member, 2008
- Captain, Somewhereville HS Team, 2007
- MVP, Somewhere Tournament, 2007
- Female Athlete of the Year, Somewhere University

#### EDUCATION & QUALIFICATIONS:

- Currently a Student at Somewhere University
- Graduated Somewhere High School, 2006
- Honor Roll, Somewhere High School 2004, 2005, 2006
- Certificates in First Aid, CPR and Sports Massage

#### EMPLOYMENT HISTORY:

- |      |  |                                  |
|------|--|----------------------------------|
| 2008 | Program Assistant  | Somewhere University Sports Camp |
|      | • Responsible for teaching and coaching basic sport skills to children in one on one and group environments                      |                                  |
| 2007 | Crew Member  | McDonalds Family Restaurant      |
|      | • Demonstrated a variety of skills in restaurant operations in a fast paced industry that demanded efficiency and effectiveness. |                                  |

#### FUTURE GOALS:

- Canada Summer Games, Prince Edward Island
- Team BC Beach Volleyball Member, 2009
- Top 3 Finishes in 3 Pro Events in 2009

#### REFERENCES:

Roger Referee  
Volleyball Head Coach  
Somewhere University  
[roger@somewhere.unic.a](mailto:roger@somewhere.unic.a)

Erin Employer  
President  
Somewhere Company  
779-983-2676  
[eemployer@sc.ca](mailto:eemployer@sc.ca)

## Creating a great athlete resume...

### Step 1: Where to start?

To start your resume it's a good idea to brainstorm or list all of the significant experiences, achievements, education and activities that you have been involved in that has had a positive impact on your development. This may be hard to start with, but think about...

- Sporting events or teams you have been selected for
- Leadership roles you may have or had
- School, College or University achievements
- Work experience that you have been involved with
- Community work that you have undertaken
- Sporting achievements that you are proud of
- Awards that you won

### Step 2: Your name and contact details at the top...

You should always start with your name and contact details at the top of your resume. Here are some tips for creating your name block...

- Your name should be the first and largest heading on the page.
- Be creative with your name block, but not so much that it dominates the page.
- Make sure your contact details are appropriate. An email address such as [sweethitter88@hotmail.com](mailto:sweethitter88@hotmail.com) may be a great personal email, but is not professional.
- Also don't forget to check your voicemail message – is it appropriate and what first impression will it leave?
- Ensure that people can contact you easily using the contact information you provide.

### Step 3: Set the tone...

It's a great idea to start with a personal objective, statement or profile. This gives people an indication of who you are and the purpose of your resume. It should be concise, specific to your values and goals and be a way of introducing yourself.

### Step 4: Promote your achievements...

This is your opportunity to list and promote your achievements in different areas. It may pay to look back at your brainstorm or list and group together the relevant and major achievements that you would like to include in your resume. Some ideas for headings to list these achievements under are...

- Athletic Achievements
- Education & Qualifications
- Employment History
- Sport Specific Skills
- Key Achievements
- Relevant Experience





### **Step 5: Include Referees or Reference Contacts...**

An important part of your resume is to include referees that can be contacted to provide comment and information about your abilities and experiences. Choosing your referees is an important step as you need to ensure you have a good relationship with them and that they can be counted on to give a fair and positive account of who you are as an athlete. Here are some tips...

- Think about those people that have helped you in your development as an athlete.
- Think about people that are in good standing who have a respected opinion.
- Make sure you ask the person before you list them as a referee or reference contact.
- It's a good idea to also ask your referee for a written reference, this can be used in a range of situations.

### **Step 6: Proof Read!!!**

This is possibly the most important step! Now that you have invested the time and energy into putting together your resume, make sure you proof read it to avoid any mistakes. There is nothing worse than reading through a great resume and finding errors. Take your time and read through your resume at least twice to check grammar, spelling and to ensure your sentences make sense.

### **Step 7: Share your resume...**

Once you have proof read your resume it's a good idea to find a few people to read through and give feedback. This ensures your resume is easy to read and understand. Some good questions to ask people the read your resume are...

- Are there any mistakes that you picked up on?
- Is the layout easy to follow and clear?
- Does it make sense? Are there any points that are confusing?
- Is it eye catching? What impression does it give you?
- How would you make this resume better?

### **Still need help...**

Do you still need help in putting together your resume, proof reading your resume? Would like BC Athlete Voice to review it and provide you with feedback? BC Athlete Voice can help; don't hesitate to contact us on 604-333-3660 or at [info@bcathletevoice.ca](mailto:info@bcathletevoice.ca)