

Resume Building Tips for Student-Athletes

1. Use 8.5 x 11-inch, white, high quality, RESUME paper
2. Limit your entire resume to ONE PAGE (no smaller than 11-point font)

PERSONAL INFORMATION

1. Personal Information should be included at the very top of your resume, including local and/or permanent address, current e-mail address, and phone number. Sample format:

Example: PERSONAL INFORMATION

Enter Your Name

Permanent Address: Your Home Address and cell phone number (XXX) XXX-XXXX

2. Make sure you have a **professional email address!** (Ex. sshark@yahoo.com)

EDUCATION

1. List the name and location of the Institution, degree you are working towards and dates you attended the school.
2. If your GPA is above a 3.0 you might want to include it.
3. Include related upper-level courses (AP courses)

Example: EDUCATION

The high School you attend: Sept.2014 -present
College Prep
GPA: 3.65
Related Coursework: AP Classes if taken

WORK EXPERIENCE

1. Include where you worked, how long you worked there, what your job title was, and your responsibilities and accomplishments.
2. If you've never had a full-time job, you can include part-time work or internships in this section.
3. Use bullet points to describe job duties/accomplishments using action words.

Example: WORK EXPERIENCE

NSU Summer Soccer Extravaganza, Davie, FL, *Coach - June 2005 - August 2005*

Instructed and motivated children age 7-14

- Supervised practices and other camp activities
- Organized soccer drills and games for campers

Applebee's, Sunnyside, CA, *Server – May 2005 – August 2005*

- Provided excellent customer service to restaurant patrons
- Assisted in training new employees
- Communicated customer concerns to manager on daily basis
- Collected and managed money during all shifts

HIGH SCHOOL ATHLETICS

1. Include your athletic participation in this section, including: sport, years played, accomplishments, time devoted to training, academic honors/awards.
2. Use ***action words*** to describe the skills you have gained from participating in athletics (***leadership skills, teamwork, time management, communication skills, commitment, etc.***)

Example: High School Athletics

XX High School Women's Soccer Team – 2014 to present

- Group III Athlete of the Month (November)
 - Team Captain: 2005 – present
 - Devoted 20 hours per week to athletics
 - Gained valuable leadership and team-building experience
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COMMUNITY SERVICE

1. Include community service projects or initiatives that you have participated in – give a brief description of the activities you performed and who you served.
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Example: COMMUNITY SERVICE

Sharks and Minnows, Davie, FL: March 2014 – May 2017

- Read stories to elementary school children
- Encouraged kids to be active readers
- Communicated the importance of education

Habitat for Humanity, Ft. Lauderdale, FL: August 2017

- Helped build a house for a family in need
 - Worked with a diverse group of volunteers
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AWARDS and ACTIVITIES

1. Academic Honors/Awards go here (Academic All-American, Athletic Director's List, Scholar Athlete, Conference Honor Roll, etc.)
2. Any other awards you have won that are relevant to a potential employer
3. Any groups or organizations that you belong to and position held, if applicable (student organizations, or other groups, etc.)

Example: AWARDS AND ACTIVITIES

AWARDS and ACTIVITIES

- Conference Champion 2004, 2005
 - Burlington County First Team
 - Student Council, *Vice President*
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