

Resume Preparation for Student-Athletes

A resume is a valuable document that describes your abilities, experiences, and education that help an employer determine your potential for successful placement within their organization.

Keys to remember when writing your resume:

- Limit your resume to 1 page
- Do not use experience and activities from high school, unless particularly relevant
- Avoid exaggerating or "padding" your resume
- Present information only once on your resume
- Double-check for spelling, typographical errors, and grammatical errors
- Do not include a references list or "references available upon request" on your resume. References belong on a separate page.

Format	Make your resume neat and organized. Use a single font (or 2 fonts at most) throughout your resume. Use a common, easily read font like Times New Roman, Courier, Arial, Tahoma, or Verdana. Bold, italics, and underlining can be used to differentiate text. Make sure that there is enough "white space" on your resume so that it doesn't appear crowded.
Heading	At the top of the page, place your name, address (both present and permanent, if desired), phone number, and a (professional) email address.
Objective	State the position you'll be applying for. Avoid using an objective statement that is too broad or covers more than one field. Change your objective statement to match each type of position you apply for.
Education	Include each institution that you've attended in reverse chronological order, starting with your current institution. Include the type of degree you'll be earning, major, any minors or concentrations, GPA (overall and/or major), and anticipated graduation date.
Honors (optional)	Include any scholastic honors earned while in college, including dean's list, president's list, academic fraternities, honor society memberships, and merit-based scholarships.
Experience	Experience may include paid and volunteer experience, full-time and part-time jobs, internships and co-ops. List your experience in reverse chronological order, starting with your current or most recent position. For each experience, include <ul style="list-style-type: none">• Job title, employer, location, and time frame of employment• Describe your skills and what you accomplished while working there using short phrases that start with strong action verbs. Do not use personal pronouns or complete sentences.• Use present tense verbs for present activities and past tense for past activities.• Order phrases in each position by important to the job desired or career objective so that a person reads the most relevant skill first.
Activities	Include professional, leadership, athletic, and community service activities in reverse chronological order. Indicate years of involvement and any positions that you held. You may make general references to religious and political activities, instead of listing a specific denomination or party.
Additional Information	This section may also be entitled "Skills," "Computer Skills," or "Language Skills" when appropriate. Include computer skills, technical skills, foreign language proficiency, professional training or certifications, or other special abilities that are not listed in other sections of your resume and that relate to the position that you're applying for.

Your involvement in athletics is a valuable way to show employers your leadership skills, dedication, time management, self-motivation, initiative, team skills, etc. Depending on your level of involvement in athletics and the amount of other experience that you have, you can include your athletic involvement in the "Experience" or "Activities" sections of your resume. Either way, you can include

- Positions (captain, assistant captain)
- Athletic honors (All American, First Team)
- Varsity letters awarded
- Academic awards (SEC Academic Honor Roll)
- Community service awards (SEC Good Works Team)
- Hours spent in practice, team meetings, working out
- Regular class attendance
- Regulated study time

