



Quick Tips for Student Athletes

Include transferable skills you developed as a student-athlete on your resume, cover letter and while interviewing:

- Communication
- Time Management
- Self-Motivation
- Leadership
- Discipline
- Teamwork
- Work well under pressure
- Commitment
- Goal-Oriented
- Ability to take criticism

Use strong verbs on your resume to describe your accomplishments and skills. When describing past experience, verbs should be in past tense “ed”. No “ing”.

- Achieve
- Coach
- Motivate
- Communicate
- Collaborate
- Lead
- Review
- Influence
- Improve
- Organize

Sample Ideas for Resumes, Cover Letters, and Elevator Pitch

Sample Experience section on your resume:

LEADERSHIP EXPERIENCE

Texas Christian University

Team Captain NCAA Division I (Soccer)

Fort Worth, TX

May 2016 – Present

- Collaborate with coaching staff regularly to enhance team cohesiveness
- Lead tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA

Sample start of a cover letter:

Dear Mr. Johnson: As a recent graduate from Texas Christian University, with a Bachelor of Science in Criminal Justice and being an award winning football player, I have developed the qualities and strengths you are looking for in a Management Trainee at Ideal Industries. Through a very disciplined approach to my studies and football, I have developed skills in time management, team leadership, and a strong work ethic.

Sample Elevator Pitch to use at networking events, when interviewing or when meeting new contacts:

“I am a Junior at Texas Christian University, majoring in Communication Studies. I’m also a student-athlete where I am team captain of the baseball team. Both of these experiences have given me skills in leadership, team work and time management. I also interned with Southwest Airlines in their marketing department, where I observed and participated in aspects of successfully marketing a product. What advice would you give someone that’s considering the human resources industry?”

Call for an appointment with your Career Consultant for assistance in creating a resume, interviewing, and developing a job search strategy.

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First Name Last Name

Street Address, City, State, Zip Code [optional, do not include on electronic resumes]

Phone number include area code

Email address

Linkedin URL and/or e-Portfolio URL [optional]

EDUCATION

[Remove high school information after freshman year of college]

List TCU, then previous university completed, if applicable. Spell out the name of the university:

Texas Christian University

Fort Worth, TX

- Bachelor of _____ in _____
- Minor: _____
- GPA: only if above 3.0

Expected: Month, Year

EXPERIENCE

[List most recent first, if no employment experience, list leadership experience, intercollegiate athletics experience or volunteer/community service experience]

Texas Christian University

Fort Worth, TX

NCAA Division 1- Student Athlete, (insert name of sport)

Month, Year –Present

- List 3-5 tasks you performed. Be specific and quantify whenever possible
- Use verbs to describe each task you performed, see attached sheet for ideas

Name of Employer or Organization

City, State

Title

Month, Year –Month, Year

- List 3-5 tasks you performed, quantify whenever possible
- Use verbs to describe each task you performed, see attached sheet for ideas

RELEVANT COURSEWORK *[optional]*

- List 4-6 courses, especially if you do not have any other experience

SKILLS

- List foreign languages, indicate if you are fluent or conversational
- Include Adobe InDesign, Excel Certifications, CPR, etc.

COMMUNITY SERVICE

[If you have already used community service for your experience section do not repeat it here, only include details if space allows]

- Name of organization, title *[i.e. volunteer]*, year or years participated

HONORS/AWARDS

[List most recent awards first, only include major, national awards after freshman year]

- Name of the award and/or organization giving it, year or years received

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