

Success Tips for Student-Athletes

Include transferable skills 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 Experience section on a resume:

Texas Christian University

NCAA Division 1 Student-Athlete (Men’s Track and Field)

- Devote 30+ hours weekly to practice, meets and competitions, while maintaining full academic schedule
- Collaborate with coaching staff regularly to enhance team cohesiveness
- Lead tours of athletic facilities to prospective student-athletes and their families

Fort Worth, TX

May 2021 – Present

Sample content for 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?”

First Name Last Name

Address (optional-can list city, state), 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

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

Fort Worth, TX

Expected: Month, Year

EXPERIENCE

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

Texas Christian University

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

- List 3-5 tasks/accomplishments. Be specific and quantify whenever possible
- Use verbs to describe each task you performed, see page 1 of this guide for ideas

Fort Worth, TX

Month, Year –Present

Name of Employer or Organization

Title

- List 3-5 tasks and/or achievements. Be specific and quantify whenever possible
- Use verbs to describe each task you performed, see page 1 of this guide for ideas

City, State

Month, Year –Month, Year

SKILLS

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

COMMUNITY SERVICE/INVOLVEMENT

(If you have already used involvement/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

RELEVANT COURSEWORK *(optional)*

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



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Revised 9/2022

Sample Student-Athlete Resume

Name

Fort Worth, TX | 817-555-5555
name@tcu.edu | linkedin.com/in/name

EDUCATION

Texas Christian University
Bachelor of Arts in Criminal Justice
Minor: Psychology
Cumulative GPA: 3.5

Fort Worth, TX
Expected: May 2023

HONORS

Dean's List
Athletic Scholarship
Big 12 Academic Rookie Team

EXPERIENCE

Texas Christian University
NCAA Division 1 Student-Athlete, Volleyball

Fort Worth, TX
January 2020 - Present

- Maintain full academic course load while committing to 20 hours of training, competition and team related obligations each week
- Communicate with professors about schoolwork when traveling up to 3 times per week
- Demonstrate hard work and determination both in practices and games to achieve goals
- Display core values: Relentless, Genuine, Trust, Discipline and Passion

Boys and Girls Club of Greater Tarrant County
Youth Development Coordinator

Fort Worth, TX
June 2021 - August 2021

- Trained and assisted 50+ youth in developing fundamentals of teamwork and leadership
- Motivated youth to set and achieve goals by coaching and mentoring
- Planned group lessons and activities, led group meetings, and supported participants in learning

Kids Alliance
Office Assistant

Fort Worth, TX
June 2020 - August 2021

- Provided administrative support by conducting research, preparing reports and handling information requests
- Reviewed operating practices to determine whether improvements can be made in areas such as workflow and expenditures
- Discussed potential endeavors with local community organizations
- Updated client contact information and shadowed the CEO during daily operations

CAMPUS/COMMUNITY INVOLVEMENT

Fellowship of Christian Athletes, Member, August 2021 - Present
Psi Chi, Psychology Honor Society, Member, December 2020 - Present
Tarrant Area Food Bank, Volunteer, December 2020 - Present
Champions are Readers, Youth Mentor, Fall 2018 – Summer 2019

SKILLS

Proficient Spanish speaker
Microsoft Office Certification