



## 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.**

### CONNECT WITH US!





## 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

#### CONNECT WITH US!



# Name

2800 S. University Drive, Fort Worth, Texas 76129 | 000-123-4567 | name@gmail.com  
www.linkedin.com/in/name

## Education

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**Texas Christian University** Fort Worth, TX  
*College of Science and Engineering & AddRan College of Liberal Arts* May 2020  
Bachelor of Science in Psychology & Bachelor of Arts in Criminal Justice  
Cumulative GPA: 3.50

## Experience

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**United Volleyball Camp** Irving, TX  
*Assistant Camp Coach/Director* June 2016 - July 2020

- Mentored, trained, and assisted 50+ young athletes in developing fundamentals of volleyball
- Motivated campers to set and achieve goals by coaching and mentoring

**Texas Christian University** Fort Worth, TX  
*Intercollegiate Athletics, Division 1 Volleyball* May 2016 - May 2020

- Invested 40 hours weekly for training and competing while maintaining a full course load
- Demonstrated leadership and communication with coaches, teammates and professors
- Developed list of 12 Core Values that guide team interactions daily

**Kids Alliance** Fort Worth, TX  
*Intern* June 2016 - July 2018

- Learned efficient process in helping child abuse victims and the steps involved in putting away/bringing about justice to the alleged perpetrators
- Helped make reports to CPS and viewed an interrogation of an alleged perpetrator

**Leader Kids** Austin, TX  
*Assistant Manager* May 2014 - May 2016

- Supervised 5 staff and helped children with homework to ensure academic success
- Created educational and fun activities to keep the children entertained and productive

## Campus and Community Involvement

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Fellowship of Christian Athletes, 2016 - Present	Psi Chi, Psychology Honor Society, 2018
Alpha Sigma Chi Honor Society, 2018 - 2020	TCU Leaps, 2018 - 2020
Tarrant Area Food Bank Volunteer, 2016	Champions are Readers Mentor, 2017- present

## Honors & Skills

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Big XII Academic Rookie Team, February 2016

- First year student-athletes in the Big XII who receive a GPA of 3.0

Rif Ram Honor Roll, Fall 2017, Spring 2018, Fall 2019

- TCU student athletes who receive at least a 3.0 GPA for a semester

InDesign and Photoshop through coursework and projects