

Resumes for Student Athletes

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Smith College Lazarus Center for Career Development

www.smith.edu/lazaruscenter

413-585-2582

lazarus@smith.edu

Career Development for Student Athletes

Athletics is a significant part of your Smith experience. The skills you developed to become a competitive athlete are likely to make you successful in other contexts. Employers particularly value non-industry specific skills that can be utilized across the fields (transferable skills). Athletics provides a context for you to voice your potential, so consider how you might discuss your transferable skills in the career development process.

Tips for athletes:

- Meet with a Career Advisor around your athletic schedule
- Attend the “Leveraging Athletic Experience in Your Job Search” workshop
- Attend Employer Information Sessions (can’t make it due to practice? Let us know!)

Student Athlete Transferable Skill List

Consider including these skills on your resume, in cover letters, and while interviewing.

Communication

You always communicate with your teammates and coaches to solve problems - your diplomatic skills will be just as necessary in any work environment.

Time Management

To balance a full class schedule with athletics you must be extremely efficient, driven and able to work on a tight schedule. Employers desire efficient people who are self disciplined and motivated.

Self-Motivation

As a student athlete it is crucial to recognize your strengths and weaknesses so that you can work efficiently towards your ultimate goal. A self-motivated employee increases the efficiency of the office and improves the ultimate level of productivity. They will be the first to seek opportunities.

Detail-Oriented

Being detail-oriented allows you to pick up on small cues that can make or break the game. As an athlete you know that little things you do in life affect the whole. In work environments, they need people who can recognize small things that may influence the success of a project.

Analytical/Strategy

Analytical thinking is key to understanding what affects your work’s outcome and executing your strategy to advance your goal. You utilize this skill every time you think about your body position before the next move.

Goal Oriented

You work every day to overcome the next hurdle, like bench more or run an extra mile. Employers need workers that will rise to the challenge and work hard until they complete their task motivating others to do the same.

Ability to Take Criticism

As an athlete you improve based on the feedback. In any industry, you will need to accept critique to improve and learn on your mistakes. Your reaction shows whether you are willing to grow.

The Resume for Student Athletes

Emphasize the skills you developed as a student-athlete.

Think of all the transferable skills that could go on your resume such as:

- Goal oriented
- Leadership
- Confidence
- Commitment
- Work well under pressure
- Coachable
- Teamwork
- Know how to compete successfully
- Disciplined
- Self-motivated

Use strong action words to describe your accomplishments and skills:

- Achieved
- Reviewed
- Established
- Led
- Motivated
- Redesigned
- Oversaw
- Influenced
- Collaborated
- Reinforced

Examples: “Voted Most valuable Oarswoman as sophomore team member.”

“Demonstrated ability to make decisions under pressure.”

- In the “EDUCATION” section include a list of Relevant Courses for a particular job
- Include experience in public speaking in media or at camps, schools or conferences
- Include **coaching** or **training** you have done emphasizing communication, motivational and organizational skills
- If you were a **captain/co-captain**, describe your responsibilities and leadership skills
- Include **athletic/athlete-scholar awards** (Player of Month award, All-Conference award, etc.)

Schedule an appointment to meet with a Career Advisor to review your resume by calling (413) 585-2582 or come to a 15 minute drop-in appointment with a Peer Advisor.

Sammy Sport

Smith College | 1 Chapin Way | Unit 0000 | Northampton, MA | ssport@smith.edu | (111) 111-1111

EDUCATION

Smith College, Northampton, MA Expected May 2021

Bachelor of Arts

Relevant Coursework: (add when relevant to job description)

Hudson School for Girls, Hudson, OH Graduated May 2017

High School Diploma with Honors

PROJECT EXPERIENCE

Smith College, Corporate Finance 101, Professor S. Foley May 2018

Research Paper; "The Role of Monetary Policy"

- Synthesized information from over 12 sources in LexisNexis and library archives to write a 20 page research paper over 4 months
- Presented findings to class of 40 students

LEADERSHIP

Smith College Soccer Team, Northampton, MA August 2018-Present

Athlete

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA

Smith College Intramural Department, Northampton, MA August 2017-August 2018

Rock Climbing Leader

- Individually motivated and coached climber to meet goals
- Trained junior co-leaders: developed team-building and leadership activities included in programs first staff training manual
- Led rock climbing lessons for students and adolescents, helping participants build self-esteem

WORK EXPERIENCE

Smith College, Northampton, MA May-July 2018

Reunion Worker

- Guided Smith Alumnae in finding their respective events, houses and answering other queries
- Assisted the Alumnae Association with the registration process of approximately 200 alumnae

Bruegger's Bagels, Northampton, MA May-August 2017

Cashier

- Provided fast, efficient, and courteous service to all patrons
- Operated cash register by totaling bills, receiving payments, and distributing receipts

SKILLS

Language: German (Beginner)

Application: Microsoft Excel, Word, PowerPoint

INTERESTS

Travel (Italy, Germany), Singing (auditioned for American Idol)

Sample Resume: Student with Limited Experience

Sophia Athlete

Smith College | Unit XXXX | 1 Chapin Way, Northampton, MA 01063
(111)111-1111 | sathlete@smith.edu | www.linkedin.com/in/sathlete@smith.edu

Education

Smith College, Northampton, MA Expected May 2019
Bachelor of Arts; Major: Name Major
Honors: (list names of honors with dates)
Relevant Coursework: (add when relevant to job description)

Experience

Participant, Wall Street Prep Boot Camp, Smith College, Northampton, MA Sept. 2018

- Completed intensive two-day seminar on financial and valuation methodologies
- Analyzed financial statements in Excel and business valuation

Patient Liaison, University of Chicago Medical Center, Chicago, IL May-Aug. 2018

- Interacted with patients of all ages afflicted with various neurological conditions
- Aided with mobilization and mealtime assistance for an average of 12 patients per shift
- Provided quality customer service for high-volume incoming call center

Design Intern, IRONMAN® World Triathlon Corporation, Tampa, FL May-Aug. 2017

- Designed program-specific (Executive Challenge) official merchandise product artwork
- Developed collection of customizable garments for IRONMAN official merchandise

Marketing Research Associate, Sandy Bee Co., Bloomingdale, IL May-Aug. 2016

- Conducted phone surveys for major corporations (McDonalds, Kraft Foods, Wrigley)
- Entered responses on proprietary database
- Gained first-hand knowledge of strategic market analysis to identify product growth

Athletics & Leadership

Captain, Tennis Team, Smith College, Northampton, MA Sept. 2016-Present

- Committed approximately 30 hours per week to training, studying playbooks, watching film, travel and playing matches while simultaneously maintaining full course load
- Developed concentration, strong work ethic and perseverance to meet personal and team goals

Activities and Events Chair, Smith College, Northampton, MA Sept. 2016-Present

- Created and organized events for Smith College Athletic Department (parades, fundraisers)
- Scheduled logistics for two motivational speakers by vetting over 50 credible athletes/alumnae

Certified Medical First Responder, Red Cross, Springfield, MA Sept. 2015-Present

- Manage general medical complaints, altered mental status, seizures, environmental emergencies, behavioral emergencies and psychological crises

Skills & Interests

Computer: MS Word, PowerPoint, Adobe Illustrator

Language: French (beginner)

Interests: Rock climbing, white water rafting, writing poetry

Sample Resume: Student with Experience

Pat Healthnut

Smith College | Unit 0000 | 1 Chapin Way | Northampton, MA 01063
(000) 000-0000 | phealthnut@smith.edu | www.linkedin.com/in/pathealthnut

EDUCATION

SMITH COLLEGE

Bachelor of Arts | Psychology

Honors: Deans List 2016-2018

Relevant Coursework: (list any related courses to the job/industry to which you are applying)

Northampton, MA

Expected May 2019

HEALTH & WELLNESS EXPERIENCE

Namaste Yoga Studio

Yoga Instructor

- Lead yoga classes from beginner to advanced skill levels
- Provide guided meditation at beginning and end of classes to help students center themselves
- Teach students correct posture to ensure safety

Northampton, MA

Aug. 2017 - Present

Smith College Basketball Team

Co-Captain

- Developed communication plan regarding team nutrition and hydration goals
- Committed 15 hours per week to training and competitive play while maintaining course load

Northampton, MA

Aug. 2015 - Present

ADDITIONAL EXPERIENCE

Wall Street Prep Boot Camp, Smith College

Active Participant

- Completed intensive two day seminar on financial valuation methodologies, including accounting & financial statement analysis, financial statement modeling in Excel and business valuation

Northampton, MA

Sept. 2018

The Omega Center for Sustainable Living (OCSL)

Researcher/Intern

- Conducted water tests to assess factors influencing mercury concentration
- Analyzed data to form hypothesis regarding correlations between various chemical components
- Compiled a poster and abstract to be presented at Geological Society of America fall meeting

Rhinebeck, NY

May 2017 - Aug. 2017

Ralph Lauren

Sales Associate

- Awarded "Employee of the Month" during first month of work for excellent customer service
- Liaised with General Manager and Assistant Managers to delegate tasks to employees

Kittery, ME

May 2016 - Aug. 2016

SKILLS & CERTIFICATES

Computer: Microsoft Word, Excel, PowerPoint, Publisher, Access, InDesign

Certificates: Social Justice Mediator

ACTIVITIES

Student Liaison, Smith College Psychology Department, Northampton, MA, Sept. 2018 - Present

Volunteer, Walk for the Cure, Breast Cancer Awareness Day, Holyoke, MA, Aug. 2018

Head Resident, Smith College Resident Life, Northampton, MA, Sept. 2015 - May 2016

Camp Counselor, Farmington Country Club, Farmington, CT, May 2014 - Aug. 2014

Sample Resume: Student with Experience