



Resume Sample: Student-Athlete

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include. For student-athletes, an overall lack of free time may lead to few extracurricular activities (e.g. internships, volunteer experiences, part-time jobs) to include on your resume. The goal, however, is to focus on what you have done and to use your athletic experience as a springboard to describe the transferable skills that you possess (i.e. leadership skills, communication skills, motivation, time-management skills, etc.). Following the tips below is a great starting point to drafting your resume. You can stop by the Arts and Sciences Career Services Office during walk-in hours to have your draft resume reviewed. Details about walk-in hours are found at <https://asccareerservices.osu.edu>.

1 Highlight Relevant Coursework

It is important to focus on what courses are most relevant to the position for which you are applying. Read job descriptions carefully and customize your resume to include the courses that are truly most relevant to that specific job. You can also include courses that led to the development of any core workplace skills. An overview of these skills can be found at: <http://asccareerservices.osu.edu/guides/skills>

2 Describe Relevant Experience

This section may consist of internships, research, volunteer experiences, or part-time jobs that have allowed you to gain knowledge, skills and experience that relate to the opportunity you're seeking. If provided, it's important to use the job description to help determine which aspects of your background are most relevant. We can assume that Peter Playoff, whose resume is found on the following page is seeking to work in broadcasting, event promotions, marketing, or public relations given what he included in his Relevant Experience section. Should he seek a coaching position, the best strategy would be to replace his 97.1 internship description with his basketball camp job.

3 Include Volunteer Work Done with your Team

If you have done any type of volunteer work or community outreach as part of your team requirements, be sure to list them on your resume. Volunteer experiences can help to build valuable transferable skills and show that you are able to balance being a student-athlete with the additional responsibilities you have outside of your team.

4 Include a Key High School Experience

Due to a lack of extra time, many student-athletes are unable to participate in internships, research, or other key resume builders. Because of this, it is permissible to include a key high school experience (e.g. part-time job, volunteer experience) that either highlights your transferable skills or represents a stand-out accomplishment. Including his work with the Norwin School District allows Peter to document development of communication skills.

5 Highlight Athletic Experience/Awards

Many recruiters target student-athletes for available opportunities due to their tremendous leadership, dedication, and time-management skills. Be sure to list the number of years you've been a part of the team, how much time you dedicate to the team, and any awards or achievements you've garnered as part of that team (e.g. Big Ten Scholar Athlete Award, participation in NCAA tournaments, years of captaincy, etc.).

Resources for Student-Athletes

FutureLink

<http://futurelink.osu.edu>

Internship and entry-level career postings for Arts and Sciences majors.

Careers in the Sports Industry

<https://asccareerservices.osu.edu/guides/targetedjss>

Indexes website that feature internship postings, entry-level career postings, career advice, and/or networking resources.

Peter Playoff

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EDUCATION

The Ohio State University

Bachelor of Arts, major in Communication

Cumulative GPA: 3.47

Columbus, OH

Expected Graduation, May 2016

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RELEVANT COURSEWORK

- News Reporting and Editing
- Persuasive Communication
- Strategic Communication
- Organizational Communication
- Visual Communication Design
 - Business Communication

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RELEVANT EXPERIENCE

97.1 The Fan

Communications/Promotions Intern

Columbus, OH

May 2015 – August 2015

- Traveled with the “Street Team” to promote upcoming Columbus Clippers and Ohio State events
- Assisted in the set-up and production of “on-location” broadcasts at local and regional venues
- Researched stories for on-air personalities and conducted phone interviews with guests prior to appearance

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ADDITIONAL EXPERIENCE

The Ohio State University

Basketball Camp Counselor

Columbus, OH

Summers 2013 and 2014

- Planned, organized and facilitated daily basketball activities for children ages 7-15
- Provided instruction during daily “Rules of the Game” segment and refereed basketball games
- Coordinated efforts with camp staff in the planning and development of an awards ceremony for the children and their parents

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Norwin School District

Norwin School District Summer Maintenance Program

North Huntingdon, PA

Summer 2012

- Collaborated with maintenance and custodial staff in the efficient and timely upkeep of 11 schools
- Learned strategies for communicating effectively when project goals were unclear
- Created maintenance log sheet using MS Excel to ensure proper tracking of all projects

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INTERCOLLEGIATE ATHLETICS

Division I Men’s Basketball Team

Team Captain: October 2014–Present

Columbus, OH

August 2012 – Present

- Received full athletic scholarship to The Ohio State University
- Participant in two National Collegiate Athletic Association (NCAA) basketball tournaments
- Devote an average of 25 hours per week to training, conditioning, practices, meetings, travel and games

RELATED SKILLS

- Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint and proficient with internet research skills
- Language Skills: Basic Spanish

HONORS & ACTIVITIES

- Dean’s List (2 semesters)
- Recipient of Big Ten Scholar-Athlete Award, May 2015
- Recipient of the William Drenten Scholarship, School of Communications, Spring 2014
- Member of Athletes in Action, January 2013 to present

VOLUNTEER EXPERIENCE

- Salvation Army Bell Ringer, Holiday Season 2014
- American Red Cross Blood Drive Assistant, October 2013