

STUDENT-ATHLETE RÉSUMÉ SAMPLE

Pro Tip: Tailor your résumé to match the job description.

For a review, email: ocel@nmsu.edu



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OBJECTIVE

To obtain the position of Human Resources Coordinator at Boeing to apply previously gained time management, critical thinking, team development and strong communication skills.

EDUCATION

Bachelor of Business Administration in Human Resource Management

Anticipated: 05/202X

New Mexico State University (NMSU)

Major GPA: 4.00/4.00 | Overall GPA: 3.75/4.00

Honors & Activities

Dean's List – Fall 20XX and Spring 20XX | NMSU NCAA Division I Women's Basketball Team 20XX – Present
Awarded Most Valuable Player, 20XX | MVC All-Freshman Team member, 20XX | NMSU Society for Human

Resource Management member, 20XX

EXPERIENCE

Student-Athlete

07/202X - Present

NMSU NCAA Division I Women's Basketball

Las Cruces, NM

Team Selected as Team Captain by coaches for 20XX – XX and 20XX – XX seasons

- Provide leadership as the team captain by collaborating with coaching staff on practice expectations and supporting team culture events
- Organize weekly team practice with coaches by analyzing prior game statistics and developing drills
- Represent the team on the Student-Athlete Advisory Committee by attending monthly meetings, participating in annual event, and collaborate with members on improving athletics
- Achieve recognition for as MVC All-Freshman Team member for averaging 8.1 points per game
- Organize informal meetings to facilitate and improve communication among team members
- Commit to approximately 30 hours per week to group and individual trainings, team meetings, film study, travel responsibilities, and games while maintaining a full course load
- Manage practice and full-time school by watching two LinkedIn Learning courses and organizing an agenda

Social Chair Officer

06/20XX - Present

Student-Athlete Advisory Committee (SAAC)

Las Cruces, NM

- Promote communication between athletics administration and student-athletes by providing feedback and insight into athletics concerns
- Build a sense of community within the athletics program by organizing social events
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Organize community service efforts by developing volunteer registration, itinerary, and execution of event
- Create a voice for student-athlete representation in on-campus committees (i.e. Student Government)
- Assist with Student-Athlete Development Initiatives and Golden Pick Awards

Summer Camp Leader

YWCA Summer Camp

06/20XX-08/20XX

Las Cruces, NM

- Created developmental basketball classes and drills for children in 10 – 12 years old
- Taught 10-15 children per group in five summer camps throughout the summer
- Interacted with parents to provide progress on their child and gave individual plans for improvement
- Participated in a summer fundraiser event and collected \$400 per month

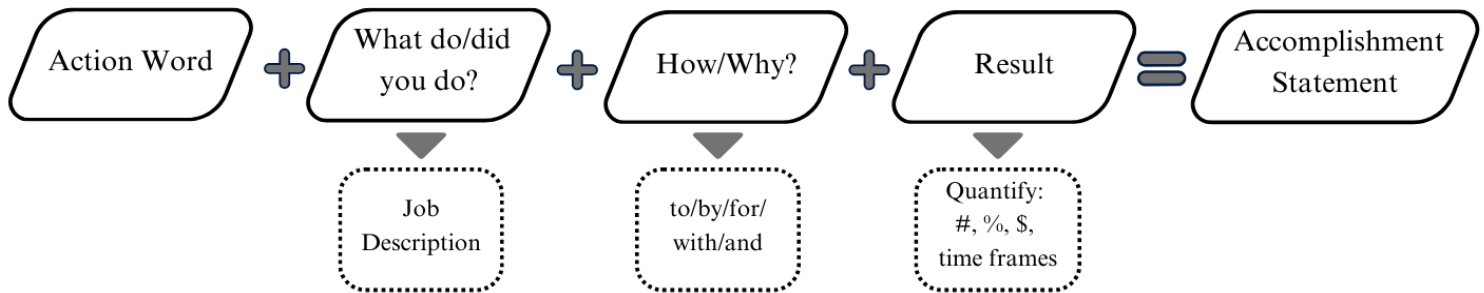
SKILLS

- Bilingual: Proficient in French and English
- Knowledgeable in Office 365 apps (Word, PowerPoint, Teams, Excel)
- Familiar with social media promotion (X, Instagram, and Facebook)

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

See examples of accomplishment statements in the “Experience Section” on page one.



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

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