

STUDENT-ATHLETE RÉSUMÉ SAMPLE

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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 Arts in Multidisciplinary Studies
The University of Texas at El Paso (UTEP)

Anticipated: 05/202X
Major GPA: 4.00/4.00 | Overall GPA: 3.75/4.00

Honors & Activities

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

COLLEGITE ATHLETIC EXPERIENCE

NCAA Division I Women's Basketball Team
UTEP

07/202X-Present
El Paso, TX

- Selected 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
- Organized 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
- Achieved 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
- Participated in weekly team meetings with peers to learn and apply drills
- 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
- Managed practice and full-time school by watching two LinkedIn Learning courses and organizing an agenda

VOLUNTEER EXPERIENCE

Summer Camp Leader
YWCA Summer Camp

06/20XX-08/20XX
El Paso, TX

- Created developmental basketball classes and drills for children in 10 – 12 years old
- Taught 10-15 children per group/ 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 the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

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

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

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

Communication (Oral/Written)

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

Teamwork/Collaboration

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

Technology

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

Leadership

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

Professionalism/ Work Ethic

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

Career & Self-Development (Confidence/Advocacy)

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

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Revised: 08/23