



Student-Athlete Resume Writing Tips

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As a student-athlete it is important to highlight your leadership experience. Even if you do not have a lot of work experience, you have had the opportunity to develop valuable transferable skills that can be applied to any profession.

Objective: Adding an objective helps the employer know for which positions you are applying. Try and include those experiences on your resume that demonstrate skills related to your objective. Be sure to include an objective that is specific without generalizations.

Profile: A profile can be good way of stating the objective and highlighting relevant skills that you have to offer. These can be related to your participation in athletics, coursework, jobs, computer skills and language skills. Here is an example:

Seeking a marketing position. Interested in conducting research and design in Marketing strategies. Offering experience in promotions, advertising, newsletters and market research. Strengths include:

- Dynamic leader, communicates well in team environment
- Always seeking to expand skills, take on special projects
- Effective communicator, written and spoken, English and Spanish
- Microsoft Office, Adobe Photoshop/Illustrator, InDesign, ACCESS, SPSS

Strengths: Think of 2-3 strengths that set you apart from your peers. When you look back on your experiences, what are the skills you gained or used that made you most proud? What did your supervisors praise you for? List those here in a specific and professional way. Use the transferable skills handout for assistance. http://www.marquette.edu/csc/students/documents/TransferableSkills_UP96_000.pdf.

Education: Be sure to include your degree and date of graduation. It can be written like this: Bachelor of Science in Business Administration with majors in Finance and Marketing. To find out exactly which degree you are receiving, check here <http://www.marquette.edu/csc/students/resumegree.shtml>.

Coursework: If you have little experience that is related to your career objective, think about courses you have taken that might demonstrate your skills. These can be listed in columns or in a paragraph separated by commas.

Class Projects: Another way to demonstrate your skills is to highlight relevant course projects that you have completed. List these just like a position with the name of the project, name of the class, Marquette University, and semester (Fall 20XX). Then list the objective of the project just like you would list your action word phrases under each position.

Career Related Experience: Separate out the experiences that best relate to your objective. Use headings such as Career Related Experience or even naming each section based on your career goals such as Marketing Experience or Leadership experience. This tactic helps to make the connection for employers from what you've done to what you can do. It also allows you to put your more career-related experiences toward the top even if they are not the most recent.

As a student-athlete it is important to think about the skills you have acquired through your sport and participation in athletic department events. This can include SAAC, SAAC events, volunteer events, fundraisers, sport camps, etc. Participation in these events can be organized under one section highlighting related experience or separated into categories such as leadership and service.

Also, even if you are not a team captain, you will most likely still have developed some strong teamwork skills that could be applied to any position.

Work Experience

Briefly describe for each position:

- 1) Job title, dates, organization name, location
- 2) List your responsibilities for each position using a variety of ACTION WORDS to describe situations and achievements
- 3) Unless necessary, avoid little words in description such as "a", "an", "the."
- 4) Include scope of responsibility such as: *Trained eight student workers*
- 5) Concretely outline any outstanding results such as: *Developed new computerized customer listing using MS Access software to improve output by ten percent*

Example: Student Worker and Hall Secretary, Office of Residence Life, Milwaukee, WI
August 2002-May 2003

- Provided information to current and incoming students, parents and visitors to Milwaukee about Marquette Residence Halls
- Acted as a liaison between administrators and those with questions about halls
- Assisted with office tasks, including data entry and mailings
- Created bulletin board displays providing information to students living in the halls

Honors and Awards: This section can include items such as scholarships, team awards, tournament awards, academic honors or NCAA issued awards.

General Format and Writing Tips

Font: Use the same font on your cover letter and resume. Generally it is best to use Times New Roman (no smaller than 11 point) or Arial (no smaller than 10 point) font.

Headings: Create a heading that includes your name, address (both current and permanent), phone number and e-mail and use it on both your resume and cover letter for a consistent and polished look.

Punctuation: No periods needed after bullets

General Resume Advice: Do not use personal pronouns on your resume (I, me, my, etc.).

Templates: Typically we recommend not using a template. Employers see so many resumes and notice quite easily who is using a template. Instead use a format that best highlights your skills. Start with a clean word document or convert your resume from a table to text by selecting the table to be converted, under the table menu select convert, then table to text. Be sure to clear all formatting before re-formatting it with tabs, bold, bullets, and more.

Action Word Phrases: Action words help demonstrate what skills and experience you have that would help an employer know why he or she should hire you. Be sure to use bulleted lists to help the reader. Please see our website for detailed examples and action words. <http://www.marquette.edu/csc/students/resume.shtml>

One Page: If possible, I recommend a one page resume for new and recent grads. I have changed the layout and some content in order for yours to fit on one page.

High School Education: We recommend that you not include your high school graduation on your resume. Employers expect this from a college graduate.

Location of Your Experiences: We recommend that you indicate the city and state location of your educational and work experiences on your resume. This way, employers know where you worked and/or studied.

Dates of Your Experiences: We recommend that you indicate the month and year you began and ended your position. If you have still doing it, list the month and date to Present.

References: List these on a separate page—they do not belong on a resume. Use the same header on this page as you use on your resume.

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PROFILE Highly creative individual with extensive leadership experience seeking a full-time position in the field of public relations or marketing. Strengths include:

- Self-motivated, energetic, able to take on new challenges
- Dynamic leader, communicates well in team environment
- Strong time management skills and ability to multi-task

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science Degree in Business Administration, May 2009
Major: **Marketing**

COURSEWORK Marketing Research, Marketing Management, Consumer Behavior, Direct Marketing, Product & Pricing Strategy, Retailing Management

RELATED PROJECTS MARKET RESEARCH 201, Marquette University, Milwaukee, WI Spring 2008

- Collaborated with classmates and local Fortune 500 company to perform market research

DIRECT MARKETING 301, Marquette University, Milwaukee, WI Fall 2007

- Worked with group to create marketing plan for local small business

LEADERSHIP EXPERIENCE MARQUETTE STUDENT ATHLETE ADVISORY COMMITTEE, Milwaukee, WI 2005-present
Co-Chair of the Communication Committee

- Coordinated on-campus NCAA Diversity Workshop
- Contributed to newsletter for student-athletes and boosters

MARQUETTE UNIVERSITY WOMEN'S BASKETBALL TEAM, Milwaukee, WI 2005-present

- Team Captain 2008-09 season
- Full Varsity scholarship recipient

SERVICE PROJECTS COACH A's BASKETBALL CAMP, Milwaukee, WI 2005-present

- Teach fundamentals of basketball to school-aged children
- Lead small group workshops to provide students with refined skills training

LLOYD STREET ELEMENTARY SCHOOL, Milwaukee, WI 2005-2007

- Volunteer classroom helper and youth mentor

HONORS/AWARDS

- Most Valuable Player, 2008
- Academic Medal of Honor, 2007
- Sportsmanship Award Recipient, 2006

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Keegan J. Smith

Objective To obtain a position in the field of civil engineering focusing on construction management.

Education MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science Degree in Civil Engineering, May 2009
GPA: 3.34/4.0 Major GPA: 3.57/4.0

Relevant Experience Marquette University Office of the University Architect, Milwaukee, WI
Assistant Project Coordinator, Summers 2005-2008

- Managed several different construction remodel projects such as Smart classroom upgrades and Lalumiere classroom renovation
- Served as a field coordinator on the first phase construction of the Marquette Law School building
- Reviewed estimates and proposals, combined budgets, setup preliminary schedules, watched construction to meet deadlines
- Worked directly with clients, architects, project managers, skilled laborers and other professionals on a daily basis

Mardi Gras Student Organization, Milwaukee, WI

Volunteer, Hurricane Katrina Relief, December 2006 & 2007

- Performed construction improvements
- Discussed social/economic issues and brought awareness to the region
- Participated on (2) week-long trips to New Orleans to help those effected by Hurricane Katrina

Habitat for Humanity, Milwaukee, WI

Volunteer, Fall 2006

- Worked on a garage and finished out a house sponsored by Marquette

Activities American Society of Civil Engineers, 2008

- Active Student Member

Marquette University Track & Field Team, 2004-present

- Team captain
- Varsity scholarship athlete and school record holder
- Big East Academic All-Star

Computer Skills Microsoft Office, Visio, SharePoint, AutoCAD, Solidworks

References Available Upon Request