

MGA Office of Career Services

Resume Building Tips for Student-Athletes

1. Use 8.5 x 11 inch, white, high quality, RESUME paper
2. Limit your entire resume to ONE PAGE (no smaller than 11 point font)

PERSONAL INFORMATION

1. Personal Information should be included at the very top of your resume, including local and/or permanent address, current e-mail address, and phone number. Sample format:

Example:

Susan Shark

susanshark@yahoo.com

Local Address:
1000 College Ave
Davie, FL 33314
(954) 262-2222

Permanent Address:
875 N. Shore St.
Sunnyside, CA 92715
(317) 555-2222

2. Make sure you have a **professional email address!** (Ex. susan.shark@mga.edu or sshark@yahoo.com)

EDUCATION

1. List the name and location of the Institution, degree you are working towards and dates you attended the school.
2. If your GPA is above a 3.0 include it.
3. If you do not have any work experience, you might want to include a “Related Coursework” section and list upper-level courses related to your major

Example:

EDUCATION

Middle Georgia State University, Cochran, GA.

Aug. 2015-present

Bachelor of Science in Business Administration; Minor: Criminal Justice

GPA: 3.65/4.0

Related Coursework: Business Law, Business Research Methods, and Criminal Law

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WORK EXPERIENCE

1. Include where you worked, how long you worked there, what your job title was, and your responsibilities and accomplishments.
2. If you've never had a full-time job, you can include part-time work or internships in this section.
3. List your work experience in *reverse chronological order* (most recent first) if you've had more than one job.
4. Use bullet points to describe job duties/accomplishments using *action words*.

Example:

WORK EXPERIENCE

New Student Programs and Orientation, Cochran, GA, *Orientation Leader* July 2005

- Served as role model for new students entering Middle GA State University (MGA)
- Facilitated workshops with assigned Orientation groups
- Promoted and developed positive relationships between new students, faculty, and staff
- Conducted activities that educated new students about social, academic, and personal skills to increase their chance for academic and personal success at MGA

NSU Summer Soccer Extravaganza, Dublin, GA, *Coach*

June 2005

- Instructed and motivated children age 7-14
- Supervised practices and other camp activities
- Organized soccer drills and games for campers

Applebee's, Macon, GA, *Server*

May – August 2004

- Provided excellent customer service to restaurant patrons
- Assisted in training new employees
- Communicated customer concerns to manager on daily basis
- Collected and managed money during all shifts

INTERCOLLEGIATE ATHLETICS

1. Include your athletic participation in this section, including: sport, years played, accomplishments, time devoted to training, academic honors/awards.
2. If you received a full athletic scholarship you may choose to include that as one of your accomplishments.
3. Use *action words* to describe the skills you have gained from participating in collegiate athletics (*leadership skills, teamwork, time management, communication skills, commitment, etc.*)

INTERCOLLEGIATE ATHLETICS

Middle Georgia State University, Division II Women's Basketball Team Aug. 2002 - present

- Received full athletic scholarship
- Team Captain: 2005 – present
- Devoted 20 hours per week to athletics while carrying full course load
- Gained valuable leadership and team-building experience

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COMMUNITY SERVICE

1. Include community service projects or initiatives that you have participated in – give a brief description of the activities you performed and who you served.

Example:

COMMUNITY SERVICE

Sharks and Minnows, Davie, FL

March 2006 – May 2006

- Read stories to elementary school children
- Encouraged kids to be active readers
- Communicated the importance of education

Habitat for Humanity, Ft. Lauderdale, FL

August 2005

- Helped build 5 houses for a families in need
- Worked with a diverse group of 15-20 volunteers

AWARDS and ACTIVITIES

1. Academic Honors/Awards go here (Academic All-American, Athletic Director's List, Scholar Athlete, Conference Honor Roll, etc.)
2. Any other awards you have won that are relevant to a potential employer
3. Any groups or organizations that you belong to and position held, if applicable (sorority, fraternity, student organizations, professional groups, etc.)

Example:

AWARDS and ACTIVITIES

- NCAA Academic All-American 2004, 2005
- NCAA Post-Graduate Scholarship
- Omicron Delta Kappa, *member*