

## How to Describe Athletics on a Resume

On your resume, describe your athletic experience in the same way you would describe your campus involvement or work experience. What was your role on the team? How would coaches and other team members describe you? Focus on your accomplishments. Select the skills that are transferable to your career interests and demonstrate the qualifications required for the position, organization, or industry to which you are applying.

You can list your athletic experience under Activities, Campus Involvement, Athletics, Relevant Experience, or Leadership Experience on your resume. Include a few short bullets highlighting your achievements, and describing what you did, how you did it, and any results. Below are a few examples:

### COLLEGIATE ATHLETIC EXPERIENCE

#### **Thomas More University: Crestview Hills, KY**

*NCAA Division III Women's Basketball Team*

2013 – 2017

- Elected Team Captain by coaches for 2015 – 16 and 2016 – 17 seasons
- Named Northwest Conference Woman of the Year in 2017
- Committed approximately 30 hours per week to training, meetings, film study, travel, and competitions while maintaining full course load
- Developed concentration, strong work ethic, and perseverance to meet personal and team goals
- Led tours of facilities to prospective student-athletes and their families
- Selected as a representative on the Student-Athlete Advisory Committee

### RELATED EXPERIENCE

#### **Thomas More University Swimming**

August 2014 – Present

- Provided leadership as the Team Captain for the 2015 – 16 season
- Organized formal and informal meetings to facilitate and improve communication among team members
- Selected to the Northwest Conference Scholar-Athlete First Team
- Balanced a full academic course load with competition, practices, training sessions, and meetings

### ACTIVITIES

#### **Thomas More University NCAA Division III Football Team**

2013 – 2017

- Three-time Varsity Letter Recipient
- Defensive Player of the Year, 2015 – 2016
- Northwest Conference Champs, 2014 – 2015

The key is to recognize the skills you possess and adapt them to the situation you face, while describing them in professional terms. If you list the skills that you use to manage your sporting commitments, you will see that they can be transferred to other environments. In fact, you will find they are quite valuable in the work environment, which means that if marketed correctly, you will be very attractive to a potential employer.

Your athletic involvement and student-athlete experience can show your:

- Willingness to “go the extra mile”
- Communication and leadership skills
- Work ethic that can set you apart from other candidates
- Collaboration skills in a team environment
- Ability to manage your time – balancing practices, training, traveling, and your academic course load
- Competitive spirit that can drive you in the workplace

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