

## Resumes

### Resume Sample: Student-Athlete

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include. For student-athletes, an overall lack of free time may lead to few extracurricular activities (e.g. internships, volunteer experiences, part-time jobs) to include on your resume. The goal, however, is to focus on what you have done and to use your athletic experience as a springboard to describe the career readiness competencies that you possess (i.e. leadership skills, communication skills, motivation, time-management skills, etc.). Following the tips below is a great starting point to drafting your resume. You can stop by the Arts and Sciences Center for Career and Professional Success during walk-in hours to have your draft resume reviewed. Details about walk-in hours are found at <https://artsandsciences.osu.edu/career-success/students>

Applicable Career Communities:



### Resume Section Titles

#### 1. Highlight Relevant Coursework

Adding relevant course work can be a good way to show the skills you are learning from courses that relate to the career path you want to follow. Be sure to check out the job descriptions of each job of interest to customize your resume.

#### 2. Describe Relevant Experience

This section may consist of internships, research, volunteer experiences, or part-time jobs that have allowed you to gain knowledge, skills and experience that relate to the opportunity you're seeking. If available, it's important to use the job description to help determine which aspects of your background are most relevant. We can assume that Peter Playoff, whose resume is found on the last page, is seeking to work in broadcasting, event promotions, marketing, or public relations given what he included in his Relevant Experience section. Should he seek a coaching position, the best strategy

would be to switch his 97.1 internship description with his basketball camp job.

#### 3. Include a Team Volunteer Section

If you have done any type of volunteer work or community outreach as part of your team requirements, be sure to list those on your resume. Volunteer experiences can help to build valuable career readiness competencies and show that you are able to balance being a student-athlete with the additional responsibilities you have outside of your team.

#### 4. Include a Key High School Experience

As a result of your time commitment to your sport, you may not have extra time to complete key resume builders. Because of this, it is permissible to include a key high school experience (e.g. part-time job, volunteer experience) that either highlights your career readiness competencies or represents a stand-out accomplishment. Including his work with the Norwin School

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District allows Peter to document development of communication skills.

## **5. Highlight Athletic Experience/Awards**

Many recruiters target student-athletes for available opportunities due to their tremendous leadership, dedication, and time-management skills. Be sure to list the number of years you've been a part of the team, how much time you dedicate to the team, and any awards or achievements you've gained as part of that team (e.g. Big Ten Scholar Athlete Award, participation in NCAA tournaments, years of captaincy, etc.).

**Tip:** As an athlete you have the privilege of living out an experience that pushes you to master career readiness competencies that are very transferable to the workforce. Do not shy away from highlighting those competencies. They are:

- Oral and Written Communications
- Teamwork and Collaboration
- Leadership
- Critical Thinking and Problem Solving
- Professionalism and Productivity
- Digital Technology
- Global/Intercultural Fluency

### **Resources for Student Athletes - <https://osu.joinhandshake.com/login>**

Handshake is a career-networking platform for Ohio State students and recent graduates to connect with employers and internship opportunities. Employers use Handshake when recruiting the high caliber and diverse talent Arts and Sciences students at Ohio State offer.

### **NCAA After the Game - <http://www.ncaa.org/student-athletes/former-student-athlete/about-after-game>**

NCAA After the Game supports a thriving community of millions of former student-athletes from more than 1,100-member schools through career development, resources, networking, engagement, and promotion of their well-being and continued lifelong connections to college sports.

### **LinkedIn – [www.linkedin.com](http://www.linkedin.com)**

Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.

### **Alumni Fire - <https://osu.alumnifire.com/>**

Get the most out of your network. Use AlumniFire to get great career advice or job search tips and view job and internship postings. When you are an alum, you can offer your help to others via AlumniFire.

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## Peter Playoff



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### EDUCATION

The Ohio State University  
Bachelor of Arts, major in Communication  
Cumulative GPA: 3.47

Columbus, OH  
Expected Graduation, Spring 2021

### Relevant Course Work

- News Reporting and Editing
- Organizational Communication
- Persuasive Communication
- Visual Communication Design
- Strategic Communication
- Business Communication

### RELEVANT EXPERIENCE

#### 97.1 The Fan

Columbus, OH

Communications/Promotions Intern

Summer 2019 – Fall 2019

- Traveled with the "Street Team" to promote upcoming Columbus Clippers and Ohio State events
- Assisted in the set-up and production of "on-location" broadcasts at local and regional venues
- Researched stories for on-air personalities and conducted phone interviews with guests prior to appearance

### ADDITIONAL EXPERIENCE

#### The Ohio State University

Columbus, OH

Basketball Camp Counselor

Summer 2019 and 2020

- Planned, organized and facilitated daily basketball activities for children ages 7-15
- Provided instruction during daily "Rules of the Game" segment and refereed basketball games
- Coordinated efforts with camp staff in the planning and development of an awards ceremony for the children and their parents

#### Norwin School District

North Huntingdon, PA

Summer Maintenance Program

Summer 2016

- Collaborated with maintenance and custodial staff in the efficient and timely upkeep of 11 schools
- Learned strategies for communicating effectively when project goals were unclear
- Created maintenance log sheet using MS Excel to ensure proper tracking of all projects

#### Division I Men's Basketball Team

Columbus, OH

Team Captain: October 2019 – Present

Fall 2017 – Present

- Devote an average of 25 hours per week to training, conditioning, practices, meetings, travel and games
- Lead a team of 25 diverse men to buy into a common goal
- Demonstrate effective communication skills to assist in navigating team conflict

### HONORS AND ACTIVITIES

- Dean's List (2 semesters) Fall 2018 and Spring 2019
- Recipient of Big Ten Scholar-Athlete Award Spring 2018
- Recipient of the William Drenten Scholarship, School of Communications Spring 2018
- Member of Athletes in Action Spring 2017 – Present

### VOLUNTEER EXPERIENCE

- Salvation Army Bell Ringer Holiday Season 2018
- American Red Cross Blood Drive Assistant Fall 2019

### RELATED SKILLS

- Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint and proficient with internet research skills
- Language Skills: Basic Spanish

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