

ALLEN A. ATHLETE

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EDUCATION	Clemson University, Clemson, SC Bachelor of Science in Sociology Minor in Athletic Leadership <i>NCAA Division I Athletic Scholarship - Football</i>	May 2017 GPA: 3.01/4.00
LEADERSHIP AND WORK EXPERIENCE	Clemson University Varsity Football Team <i>NCAA Division I Student-Athlete - Captain</i> <ul style="list-style-type: none">• Manage a full-time student course load with 40 hours per week training, play-review, and competition• Serve as a leader for Clemson University and the surrounding upstate South Carolina community• Participate in philanthropy events on behalf of the University and Athletic Department Clemson University Student-Athlete Advisory Committee (SAAC) <i>Football Team Representative</i> <ul style="list-style-type: none">• Attend weekly committee meetings, representing the women's soccer team honestly and fairly• Advocate for concerns and interests of student-athletes at Clemson• Serve as a leader in implementation of problem-solving concerns voted on by the board each year Daniel High School Summer Football Coach <i>Volunteer Assistant Coach</i> <ul style="list-style-type: none">• Led practices for team of 50 men, teaching plays and organizing game playbooks for each player• Facilitated coaches, parents, and player meetings	August 2013 – Present May 2014 – Present May 2014 – August 2014
COMMUNITY INVOLVEMENT	Clemson University Athletic Department Youth Day, <i>Volunteer</i> Clemson University Athletic Department Boy Scout Day, <i>Volunteer</i> Habitat for Humanity, <i>Volunteer</i> Clemson Elementary Pep Rally, <i>Volunteer</i> Clemson University Athletic Department Boy Scout Day, <i>Volunteer</i>	March 2016 February 2015 November 2014 November 2014 March 2014
HONORS	Atlantic Coast Conference Academic Honor Roll Clemson University Athletic Director Honor Roll Atlantic Coast Conference All Conference Team Dean's List, College of Business and Behavioral Sciences	January 2014 – Present January 2014 – Present August 2015 – December 2015 January 2016 – May 2016 August 2015 – December 2015 January 2015-May 2015
SUMMARY OF SKILLS	Advanced interpersonal and team-orientated skills Outstanding leadership skills Strong oral and written communication Experienced in Adobe Photoshop, Adobe Illustrator, Adobe InDesign Proficient with Microsoft Excel, Word, PowerPoint and Outlook	
RELEVENT COURSEWORK	Principles of Coaching Basics of Coaching: Exercise Physiology Basics of Coaching: Kinesiology Theory of Prevention and Treatment of Athletic Injuries Administration and Organization of Athletic Programs Psychology of Coaching	Coaching Strength and Conditioning Coaching Football I Introduction to Leadership Urban Sociology Social Science of Entrepreneurship Sociology of Education



STUDENT-ATHLETE RESUME

TRANSFERABLE SKILLS

In addition to the skills you've gained as an athlete, you have also gained many valuable skills and knowledge from your **education, community service, and athletic experience**. These skills will help you market yourself well in your professional interactions.

Leadership: Everyone on the team takes a leadership role at some point; teams demand that each person recognizes his or her own skills and lead the group when it is appropriate. Being a team member demands that you encourage others' strengths

Coachable and willing to learn: You improve and make adjustments to your performance based on feedback

Goal-orientated: You know yourself and you're able to push yourself and the people around you to excel

Self-motivated: You monitor your training and behavior in the off-season to ensure high-level performance in season

Analytical/Strategic: Watching tape, analyzing your performance and determine next best course of action

Time management: You communicate with your teammates during practice or games, when talking to coaches about a problem, when speaking with a referee/official, and when addressing a game or class conflict with a professor

Detail-oriented: Pick up on small cues; understand how little things you do in life affect performance in your sport

Understanding the value of teamwork

Competitive nature (good for careers in business and sales)

Understanding the importance of preparation

Seeks and loves a challenge

Strong Character

Accountable

Handling pressure well

Great sense of discipline

Strong work ethic/ willing to make sacrifices

Mentally tough

Confident

Discipline

NETWORKING

How to introduce yourself: *Hi, my name is _____ and I am a _____ major at Clemson University. For the past _____ years I've balanced my schedule as a student-athlete on Clemson's _____ team. I've been able to strengthen my _____, _____, and _____ skills through community involvement, classroom achievement, and by serving as a leader on Clemson's campus. After school my short-term goal is to _____. But eventually, down the road, my ultimate goal is to _____.*

Possible Questions to Ask a Potential Employer or Clemson Student-Athlete Alumni:

- How long have you been in this line of work?
- What do you like about your job and what do you dislike?
- Describe your typical work day.
- Have you hired athletes for internships (after they graduate) or full-time positions?
- What skills and attributes do you think athletes have? How would I go about highlighting those skills to a potential employer?
- May I follow up with you at a later time?



TRANSFERABLE SKILLS

Examples of skills people can apply in a variety of different situations, jobs, or roles

Competency & Definition		Transferable Skills
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.

Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.

Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
		Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.

Competency & Definition		Brainstorm Additional Transferable Skills		
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.		
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.		
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.		
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.		
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.		
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.		
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.		
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	<i>principles, morals, and values</i>	<i>laws, rules, and norms</i>
Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.			



COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description & circling the below words and synonyms that appear in it.</i> <i>Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
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	Brand Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	