

NCAA AND YOUR RESUME

GETTING STARTED...¹

- Not sure where to begin? Swing by the career center in Bryant Hall during office hours
- Career counselors are happy to help you create a resume or tailor your current resume
- Ask your academic advisor about the monthly resume clinics in JPJ... you don't need a resume to attend!

THINGS TO CONSIDER...²

- Employers love athletes! Use your sport as a vehicle for driving your resume.
- Highlight your strengths - athletes have so many unique and marketable skills (goal-oriented, team-player, resilient, impressive time-management skills)
- Tailor your resume to the job you want - brand yourself.
- Whether you are on the field or in the office, confidence is key.
- A resume is an evolving document. Keep it updated.
- Keep it short and sweet. Most resumes are just one page long.³

WHAT TO INCLUDE⁴

- Important experiences (coaching, volunteer work, past employment)
- Relevant coursework (in media studies you conducted video interviews)
- Athletes have strong communication skills. Include experiences with public speaking/interviews/or recruiting⁵

TESTIMONIALS

"I attended a resume clinic in JPJ. I was a little nervous because I did not have a resume, but it didn't matter. Everyone was so helpful. I was in and out in 15 minutes - with a complete resume! It was such a valuable experience."

Carter Green (Women's Track and Field)

"The resume clinic helped me develop a resume that I can confidently present to companies around the world. The career counselors helped me organize my experiences and accolades in a way that markets me as a valuable future employee."

Thomas Walsh (Men's Golf)

"I met my girlfriend at the resume clinic at JPJ. It is worth your time."

Anon

FOR ADDITIONAL INFORMATION

- Stop by the Career Center in Bryant Hall at Scott Stadium during Open Office Hours (Monday - Friday 12 PM - 5 PM)
- Schedule an appointment with Kelly Kennedy of UVA Career Services
 - kekennedy@virginia.edu
 - (434) 243-0357
 - Office is located in the Career Center in Bryant Hall
- Meet with your academic coordinator for information about upcoming resume clinics and opportunities for specialized advising
- Check out the Career Center's website for additional instruction and examples of successful resumes, cover letter, references, etc.
 - <https://career.virginia.edu/resumes>

¹ Interview with Dan Jacobs - UVA Academic Coordinator [Personal interview]. (2017, February 22).

² Interview with Kelly Kennedy - UVA Career Counselor [Personal interview]. (2017, February 21).

³ Jackson. (2016, October 19). Professionalism. Retrieved April 28, 2017, from <http://www.ncaa.org/governance/professionalism>

⁴ Unless otherwise denoted, information as collected via an interview with Kelly Kennedy (career counselor)

⁵ A Student-Athletes Guide: Competing to Get a Job | An NCAA Champion Feature. <http://www.ncaa.org/static/champion/get-a-job/>



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