

# STUDENT-ATHLETE RÉSUMÉ SAMPLE

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## Myner Strong

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### OBJECTIVE

To obtain the position of Human Resources Coordinator at Boeing to apply previously gained time management, critical thinking, team development and strong communication skills.

### EDUCATION

Bachelor of Arts in Multidisciplinary Studies  
The University of Texas at El Paso (UTEP)

Anticipated: 05/202X  
Major GPA: 4.00/4.00 | Overall GPA: 3.75/4.00

#### Honors & Activities

Dean's List – Fall 20XX and Spring 20XX  
UTEP NCAA Division I Women's Basketball Team 20XX – Present  
Awarded Most Valuable Player, 20XX  
MVC All-Freshman Team member, 20XX

### COLLEGITE ATHLETIC EXPERIENCE

**NCAA Division I Women's Basketball Team**  
UTEP

07/202X-Present  
El Paso, TX

- Selected Team Captain by coaches for 20XX – XX and 20XX – XX seasons
- Provide leadership as the team captain by collaborating with coaching staff on practice expectations and supporting team culture events
- Organize weekly team practice with coaches by analyzing prior game statistics and developing drills
- Represent the team on the Student-Athlete Advisory Committee by attending monthly meetings, participating in annual event, and collaborate with members on improving athletics
- Achieve recognition for as MVC All-Freshman Team member for averaging 8.1 points per game
- Organize informal meetings to facilitate and improve communication among team members
- Commit to approximately 30 hours per week to group and individual trainings, team meetings, film study, travel responsibilities, and games while maintaining a full course load
- Manage practice and full-time school by watching two LinkedIn Learning courses and organizing an agenda

### VOLUNTEER EXPERIENCE

**Summer Camp Leader**  
YWCA Summer Camp

06/20XX-08/20XX  
El Paso, TX

- Created developmental basketball classes and drills for children in 10 – 12 years old
- Taught 10-15 children per group in five summer camps throughout the summer
- Interacted with parents to provide progress on their child and gave individual plans for improvement
- Participated in a summer fundraiser event and collected \$400 per month

### SKILLS

- Bilingual: Proficient in French and English
- Knowledgeable in Office 365 apps (Word, PowerPoint, Teams, Excel)
- Familiar with social media promotion (X, Instagram, and Facebook)

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**

It is important to tailor your statements to the job description and include measurable data as much as possible.

**See examples of accomplishment statements in the “Experience Section” on page one.**

## Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

## Measurable Data

**Quantify when possible using:  
numbers, percentages, dollar amount(s), or  
time frames**

## Action Words

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

### Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

### Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

### Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

### Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

### Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

### Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Revised: 08/23