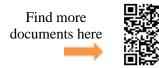
# STUDENT-ATHLETE RÉSUMÉ SAMPLE

For a review, email careers@utep.edu



# **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**

UTEP

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

# **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

07/202X-Present

Anticipated: 05/202X

Major GPA: 4.00/4.00 | Overall GPA: 3.75/4.00

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**

06/20XX-08/20XX

El Paso, TX

YWCA Summer Camp

- 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
- Identify the required skills listed for the job
- 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**

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

# Communication (Oral/Written)

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

### **Teamwork/Collaboration**

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

#### **Technology**

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

#### Leadership

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

### Professionalism/ **Work Ethic**

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

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

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

#### **Equity and Inclusion**

**Empower** Celebrate Engage Validate Communicate Identify Discuss Interact Educate Understand

Revised: 08/23









