

# STUDENT-ATHLETE RÉSUMÉ

Email [careers@utep.edu](mailto:careers@utep.edu) to have your résumé reviewed



UNIVERSITY CAREER CENTER

## Myner Strong

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### EDUCATION

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Bachelor of Science in Rehabilitation Sciences  
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX  
Overall GPA: 3.75/4.00  
Major GPA: 4.00/4.00

#### Honors & Activities

Dean's List – Fall 20XX and Spring 20XX  
3D Movement Analysis and Performance System (3DMAPS) Certification – 08/20XX  
Advanced Office Ergonomics Assessment Specialist Certification (AOEAS) – 03/20XX

### LEADERSHIP EXPERIENCE

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

07/20XX-Present  
El Paso, TX

- Selected Team Captain by coaches for 20XX – XX and 20XX – XX seasons
- 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
- Serve as a representative on the UTEP Student-Athlete Advisory Committee

### RELATED EXPERIENCE

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

02/20XX-Present  
El Paso, TX

- Provide leadership as the team captain for the 20XX – XX season by collaborating with coaching staff on practice expectations and supporting team culture events
- Organize informal meetings to facilitate and improve communication among team members
- Represent the team on the Student-Athlete Advisory Committee by attending monthly meetings, participating in annual event, and collaborate with members on improving athletics

### VOLUNTEER EXPERIENCE

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**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/ 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

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

See more  
documents here



# CHECKLIST FOR A SUCCESSFUL **RÉSUMÉ**

## 1. Appearance

- \_\_\_ is pleasing to the eye, invites people to read
- \_\_\_ the format highlights your key information
- \_\_\_ has correct punctuation, spelling, and grammar
- \_\_\_ information is listed from most recent to oldest

## 2. Contact Information

- \_\_\_ is at the top of page
- \_\_\_ includes current and complete contact information
- \_\_\_ includes telephone number with area code
- \_\_\_ includes UTEP or professional email address that you check daily and your [Linkedin URL](#)

## 3. Job Objective (Strategic)

- \_\_\_ is specific and tailored to the job description

## 4. Education

- \_\_\_ [lists current degree you are seeking with anticipated graduation date \(month/year\)](#)
- \_\_\_ includes official university name and location
- \_\_\_ includes academic major (and minor if applicable) you are pursuing

# UTEPEDGE

This Edge experience can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships](#) in your field



Consider study [abroad/study away](#)



Get involved with [student organizations and activities](#)

## 5. Experience/School Projects

- \_\_\_ includes paid/unpaid volunteer, internship, co-op experiences or projects completed while in high school (e.g. yearbook, technical projects)
- \_\_\_ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- \_\_\_ includes dates of employment (month/year)

### Accomplishment Statements:

- \_\_\_ highlights your accomplishments and contributions to the organization
- \_\_\_ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)
- \_\_\_ uses action words to describe what you did on the job (e.g. participated, collaborated, managed etc.)
- \_\_\_ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job (e.g. Managed five members...)

## 6. Relevant Activities/Memberships

- \_\_\_ emphasizes leadership roles and any officer positions
- \_\_\_ includes school and/or community memberships or activities (sports, orchestra, student government, etc.)
- \_\_\_ includes dates of participation (month/year)
- \_\_\_ includes athletic, fine arts, student council activities

## 7. Skills

- \_\_\_ includes the languages known and specifies proficiency level (e.g.: Proficient, Fluent, Conversational)
- \_\_\_ includes software knowledge and specifies the degree of expertise (e.g. expert knowledge in MS Excel; working knowledge of JAVA; proficient in Instagram promotion)

### YOUR NEXT STEPS:

1. Activate your Job Mine account at [utep.edu/careers](http://utep.edu/careers)
2. Have your résumé reviewed every semester by the Career Center ([careers@utep.edu](mailto:careers@utep.edu))
3. Upload your revised résumé to Job Mine

Revised: 07/21



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