

Resume Resource

Your resume is a “sales sheet”. The product you are selling is YOU. Everything about your resume will reflect upon the product of “you”. It is true that a resume might not get you a job but it surely can block you from one. This checklist reflects key clean resume factors. As you create your resume or review your current resume, keep these key factors in mind. A “✓” would indicate your resume **requires attention**.

Errors

	Spelling errors
	Grammatical errors (present-past tense)
	Inappropriate punctuation
	Incorrect usage of abbreviations or acronyms

Readability/Font

	Unreadable font (to the eye/software)
	Visually unappealing
	Does not fit within printable margins

Format

	Inconsistent spacing and indentations
	Inconsistent headings, dates format
	Resume is lengthy for the amount of experience
	Inappropriate for audience

Content

	Inaccurate contact information
	Inaccurate description of experiences
	Inaccurate/inconsistent dates
	Lacks position keywords

Your Name (14-16 Font)

Email • Phone • Can also include LinkedIn URL or personal website

PROFESSIONAL PROFILE

Your professional profile statement is your first opportunity to capture a coach or athletic director's attention. Provide a powerful statement that demonstrates evidence of your skills and achievements in 2-3 sentences.

EXPERIENCE:

Title of the most recent company, City, ST.

2014 – 2019

Job Title

- Use this formula to provide evidence of your success in this position: An action verb + a keyword + a fact or figure that resulted from your action. For example: Implemented a defensive system that resulted in a conference-low in points allowed.
- Keep # of bullet points consistent for each position listed (3-5 bullet points each).
- Use keywords from the job description when describing your skills.
- It is important to highlight the skills that you possess that are the solutions to the employers' problems and **adapt this information for each job you apply.**
- Minimize work experiences older than 15 years to give space to more recent successes.

National Basketball Association (NBA)

2009 – 2013

Professional Athlete

List Teams played for separated by commas or straight lines (|)

- Only describe skills developed through NBA experience that are relevant to the position you are applying for. Examples of leadership e.g. team captain, union representative, or community service/volunteer awards.
- Describe off-the-court activities (camps, public speaking, etc)

EDUCATION: *Only include GPA if it is impressive, do not include High School information*

University, City, ST.

Type of degree earned (i.e. B.A., B.S, M.S., etc) Name of major

ACTIVITIES & AWARDS:

- List any volunteer/community service events you have participated in, followed by the year(s) of participation in parentheses.
- Review this information to be sure it includes all that you have done. Consider revisiting the bio from the last team you played for.
- List all significant awards/achievements, both in and out of basketball.
- If you have been very active in community service and you have gained skills, consider ways to incorporate those skills into your relevant experience.
- Do not include High School awards.

John Smith

JohnSmithExample@email.com · 555-555-5555 · www.linkedin.com/in/johnsmith

SUMMARY OF QUALIFICATIONS

Seven-year professional basketball player with a wealth of knowledge of what it takes to become, prepare, and maintain being an elite athlete. Interested in a full-time position where I can utilize my experiences on and off the court to identify and develop talent and mentor young aspiring professional athletes in basketball.

PROFESSIONAL EXPERIENCE

CoachUp

2014-Present

Skill Development Coach

- During professional basketball offseason, trained individuals on basketball skill development.
- Developed payment and training schedules for clients.
- Provided clients with tasks and responsibilities for the next training schedule.

National Basketball Association (NBA)

2009-2016

Professional Athlete

Indiana Pacers | Miami Heat | Chicago Bulls

- Made a successful transition to professional basketball from the collegiate level.
- Led team through plays as starting Point Guard and served as a mentor for rookies and young players establishing themselves in the NBA.
- Competed and participated in two NBA playoff series with the Miami Heat.
- Actively volunteered to be a team representative for various corporate, charity, media, and community relations events.
- Broad knowledge of various aspects of the sports business through community relations, sponsorship, and contract negotiations.

EDUCATION

University of Illinois, Champaign, IL

Bachelor of Science in Kinesiology

ACTIVITIES AND AWARDS

- Illinois Basketball Hall of Fame, 2018
- Chicago Bulls Summer Camp for inner-city youth, 2013 - 2016
- University High School After-School Program Volunteer, 2016-present

Additional Resume Resources

- Formatting Resumes: [See guide for formatting resumes](#)
- [Customizing LinkedIn URL \(website address\)](#) – you will want to complete this step to make it easier for readers to find your profile and make it cleaner and easier to read.
- [Resume keyword optimization tool](#) - copy and paste the text of your resume then copy and paste the text of the job description to see how your resume measures up.
- Reviewing Key Terms: [Wordle.net](#)
 - Copy and paste your resume into the word box in the site above. This will generate a “Word Cloud,” showing which terms you used most frequently in larger fonts.
 - Copy and paste the job description for which you are applying into the word box in the site above. This will generate a “Word Cloud,” showing which terms you used most frequently in larger fonts.
 - Make sure all the key terms generated in the “Word Cloud” for the job description match those on your resume.
- Action Verbs and Adverbs: [100 Great Resume Words](#)
- Powerful Action Verbs divided by skill: [185 Powerful Action Verbs](#)