

The following sheet will help you create various sections of your professional resume.
Think about the following areas and make notes for each section as appropriate.

CONTACT INFORMATION

This is the identifying information that appears at the top of the resume.

Name _____ **Hometown** _____

Phone # _____ **Email** _____

LinkedIn Address/Website _____

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not include High School.

School: _____

City, State: _____

Degree Major(s): _____

Minor: _____

Cumulative GPA or Major GPA: _____ **Graduation Date (Month/Year):** _____

Scholar Athlete (list semesters): _____

EXPERIENCE (focus on where career competencies show up)

Work, internships and /or related list your experience, with most recent information first. When noting your responsibilities and accomplishments use concise statements to describe your role, use action verbs to describe your skills, activities and accomplishments, and quantify when possible!

Job Title: _____ **Employer:** _____

City: _____ **State:** _____

Dates of Employment: Month _____ **Year** _____ **to Month** _____ **Year** _____

Duties and Responsibilities:

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COLLEGE ATHLETICS

As a student-athlete, it is understood that you have various skills including time management, working in a team, and leadership ability. Think outside the box about your personal experiences and takeaways and provide specific examples.

Sport: _____ **Season you started with program (season, year)** _____

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COMMUNITY SERVICE/CIVIC ENGAGEMENT

As a JMU student-athlete, you are required to complete 10 hours of community service per year, which allows you to show employers work ethic outside of traditional jobs/careers. Think about what you are passionate about and how the experiences have impacted you.

Volunteer Position: _____ **Organization:** _____

Location: _____ **Mo.** ____ **Yr.** ____

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CLASS EXPERIENCE

Highlight classes with big projects or presentations. You can also include classes that exposed you to equipment or skills important to the field.

Class Title: _____ **Class Number:** _____

What was taught/learned/learning outcomes?

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CAMPUS INVOLVEMENT

Think of additional opportunities that you may be involved in on campus such as the Student-Athlete Advisory Committee (SAAC), Dukes Let's Talk, or student organizations. Consider any planned programs, events, or fundraising initiatives that took place within these clubs/organizations.

Organization Name: _____ **Semester:** ____ **Year:** ____

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ATHLETIC AWARDS

Here you can include athletic based awards. These can simply be bullet pointed or displayed in a chart. These can be found by accessing your roster on www.JMUSports.com.

Award: _____ **Season/Year Received:** _____

Award: _____ **Season/Year Received:** _____

Award: _____ **Season/Year Received:** _____

Award: _____ **Season/Year Received:** _____