

Professional Development Resource

The NCAA Division II Student-Athlete Advisory Committee is dedicated to the entirety of the student-athlete experience. A critical element of the experience is the preparation for life after college athletics. Developing skills to help transition into the professional field and learning how to utilize existing skills is paramount for student-athletes achieving a successful college experience.

Why professional development is important:

“Professional development provides student-athletes with opportunities to add skills and competencies that will make them more knowledgeable and competitive on a job or graduate school applications. Professional development shows prospective employers and admissions departments that student-athletes are committed to becoming a better leader, teammate and contributor.”

- Leslie Schuemann (Deputy Commissioner/Senior Woman Administrator, Great Midwest Athletic Conference)

“It’s important to develop yourself outside of sports because you will need to be as well-rounded as possible when it comes time to search for a job. If you can accompany being a student-athlete with something else; SAAC, internship, networking, volunteer hours, quality GPA, etc. it will separate you from the other candidates.”

- Robert “Bubba” Baroniel (Manager of Revenue Generation, Marketing and Promotions, Nova Southeastern University)

Desired professional skills developed through athletics:

- **Teamwork:** Collaborating in a team with other individuals to accomplish a common task.
- **Communication:** Exchanging information with another individual or group of individuals.
- **Leadership:** Guiding an individual or group of individuals to a shared goal.
- **Initiative:** Taking charge or being the first to take action.
- **Work Ethic and Resiliency:** Seeing the virtue in hard work and recovering quickly from a setback.

Ways to get involved now:

- Join clubs and organizations related to your major.
- Join the leadership teams of those groups.
- Build relationships with your professors.
- Attend school events that are not related to athletics.
- Attend career/graduate school fairs.
- Attain an internship in your desired professional field.
- Take advantage of the career center on your campus.
- Volunteer through community engagement.
- Perform research in your field with a professor on campus.

Resources

- [A Student-Athlete’s Guide: Competing to Get a Job](#)
- [NCAA After the Game Career Center](#)
- [NCAA Leadership Development](#)
- [NCAA Job Market](#)
- [TeamWork Online](#)
- [Athlete Network engagement platform](#)
- [Sports Career Finder](#)
- [Tips and Resources for Student-Athletes](#)

Sample Resume

Jessica Athlete

Resume University | Unit XXXX | 1 Job Way, Resume, GA 02020
(111) 111-1111 | jathlete@resume.edu | http://linkedin.com/in/jathlete@resume.edu

Education

Resume University, Resume, GA May 2023
Bachelor of Arts; Major: Name Major
Honors: (list names of honors with dates)
Relevant Coursework: (add when relevant to job description)

Experience

Participant, Crucial Communication, Resume University, Resume, GA Aug. 2022

- Completed intensive two-day workshop on DiSC and communication styles
- Cultivated relationships with presenters and participants

Coach, First Tee of Georgia, Atlanta, GA May-Aug. 2022

- Interacted with golfers of all ages and created a fun learning environment
- Provided quality customer service for all attendees and parents
- Prioritized the core values of First Tee through my coaching style

Design Intern, Indianapolis Photography, Resume, GA Nov. 2021-Feb. 2022

- Organized images and created an internal organizational system
- Assisted in maintaining the organization's website which resulted in 250 unique visits per day
- Developed a collection of customizable generic images for official merchandise

Marketing Intern, Howdy Ice Cream, Resume, GA May-Aug. 2021

- Created a marketing plan for the organization
- Evaluated engagement associated with Howdy Ice Cream through Twitter, Instagram and Facebook
- Gained first-hand knowledge of strategic market analysis to identify product growth

Athletics & Leadership

Captain, Golf Team, Resume University, Resume, GA Sept. 2019-Present

- Dedicate 20 hours per week to training, practicing, travel and playing matches in the competitive Sports Conference while maintaining 12-hour course load
- Develop time management, team skills and a **strong work ethic** to meet personal and team goals

Athletics Game Day Assistant, Resume University, Resume, GA Sept. 2019-Present

- Ticket taker and concession stand worker for six indoor and outdoor sports
- Collaborate** with nine other students to offer fans the best game day environment in the Sports Conference
- Created a chili soup recipe that was voted the second best concession stand item at Resume University

Skills & Interests

Computer: MS Word, PowerPoint, Adobe Premiere
Language: English, Spanish (beginner)
Interests: Reading, event planning, photography

Resume Tips:

- Creating a clear education section will help show the employer what degree you're pursuing, the year you will graduate and your GPA.
- If you can, try to put down achievements, awards and honors that are similar and related to the job you are applying for.
- Include college-only academic and career experience because that is the most relevant information.
- Try to look for keywords that match the job posting and include those words in your resume.

Resume Resources:

- [Resume Building Tips for Student-Athletes](#)
- [How to Write a Competitive Resume](#)
- [How to Make Your Resume Stand Out in 2022](#)
- [10 Resume Resources That'll Make It \(Almost\) Impossible for a Hiring Manager to Pass](#)