

The Athletic Resume

By Jim Herb

The following is a brief summary of what should be included in an athletic resume. Keep in mind that there are not set standards for athletic resumes, but you should take the time and invest in putting it together in a manner which demonstrates a serious effort.

The Athletic Resume plays an important part in the recruiting process. Time and care should be exercised in the preparation of these documents. The purpose of the resume is to highlight the student-athletes accomplishments and goals and to peak a coaches interest. This is generally the first contact that a coach might have with PSA's. Like with job resumes, use your imagination but don't get to carried away. A typical athletic resume will consist of the following items, usually 1 page per item.

- 1) Letter of Introduction
- 2) Athletic Profile
- 3) Athletic Accomplishments and Honors
- 4) Academic and Extra-Curricular Profile
- 5) Current high school or club game schedule
- 6) Letters of reference from coaches.

Item 1- A 1 page letter introducing the athlete to the coach. Always address the letter to coach using his/her name, not "Dear Coach." Use the school name instead of saying "I'd like to find out more about your school..." The letter should be from the athlete NOT the parents. Give specifics of yourself. Your name, high school, year of graduation, club team, coaches names, addresses and phone number. Also include a brief description, height, position, etc. Mention your GPA and your college goals and major interests. Remember this letter is an introduction, not a detailed summary of your abilities.

Item 2 - Athletic Profile, on this page give more specifics about you and your sport. Height, position, standing reach, approach jump height, hand dominance, high school, coaches, current age, birth date, vertical jump, other sports played, current GPA, class ranking if available, SAT/ACT scores. This page is a "free-format" page, you can list the data in an eye appealing format... don't make it all text. A second page to this you may want to include your profile with a picture and current or previous season stats/ records.

Item 3 - Athletic Accomplishments, by HS year list all of your athletic awards, Most Improved, MVP, Athlete of the year, Scholar Athlete, Captain, All Tournament Team selection. Include records held and any other athletic honor received.

Item 4 - Academic / Extra-Curricular Profile. People tend to build up just their athletic background. Coaches want to know about you, the person also. List your academic accomplishments, Honor Roll, Student offices, National Honor Society, Club offices. Also list community service activities, church, hospitals, retirement homes, etc. This shows that you are well rounded and can succeed and still be involved with other "social" activities. Many HS athletes fail to become involved in areas like this, but it is really a benefit to be able to add to your resume.

Item 5 - Current HS or club schedule - no explanation needed but give the coach time so that he might be able to see you. If you don't have this available, send to him in follow-up letter as soon as you receive it.

Item 6 - Letters of references from coaches. Don't over do it. 1 or 2 will be sufficient. This is just a brief overview of athletic resumes but it should give you an idea on how to start it.

As stated in the beginning... this is a sample of what an athletic resume should include. This is not the only format available and to use it, but it is outlined for you so that you have an idea of what to include on yours. There are no set rules as to how in-depth you should go or even what to include. This is your chance to catch the coaches interest and to get a response from him/her.

One of the key concepts on this to make yourself look good, a little bragging, but make sure you can prove whatever you say. You do not want to tell a coach you can touch 10 feet when in fact you can't. Be honest with the coach, as they will find out sooner or later.

Target 20 - 25 schools minimum when initially sending out your resumes. Keep an open mind and be on the lookout for additional schools to send your resume to.