



Alston for Athletes

Career Development Guide

www.alstonforathletes.org



Resume Builder



A resume lets an employer know that you're qualified for a position, either through your educational history, work experience or a combination of the two.

Main Elements of a Resume

Examples & Templates:

- [Sample resumes](#)
- [Resume templates](#)

RESUME TIPS:

- Include keywords from job description for job to which you are applying.
- Keep it to one page.

Your Name

Email, phone number, LinkedIn

Educational background

- Highest degree first
- Include GPA or honors, if notable

Employment history

- Volunteer, internships, paid jobs
- Mention achievements, if relevant

Key Skills

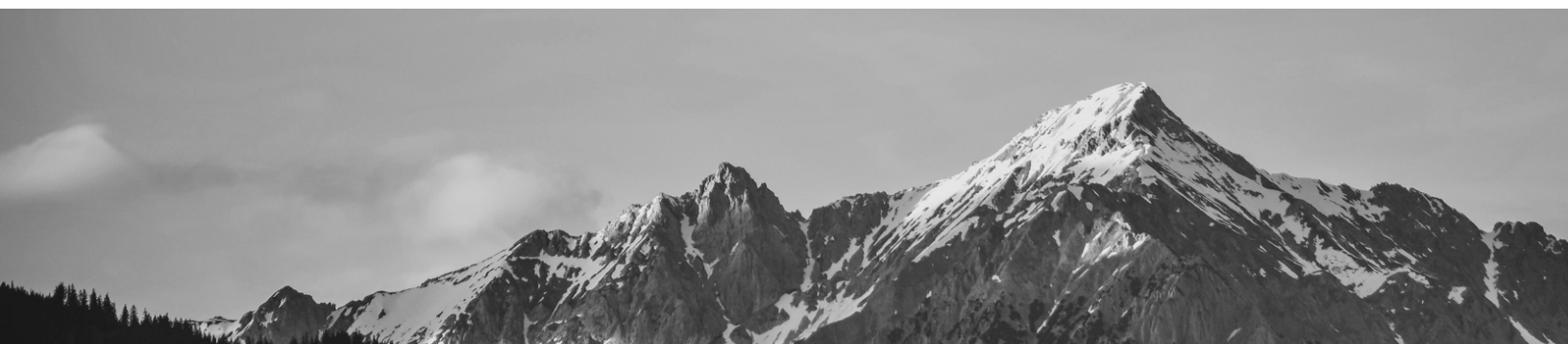
- Hard skills (specific programs or duties) and soft skills (career or personality traits)

Certifications

- If applicable to position

- Connect to the job you're applying for with relevant school, job and/or volunteer experience or skills
- Start with most recent and work backwards

***Always proofread !**





LinkedIn Profile

LinkedIn is easily the largest professional network. Your LinkedIn profile is your chance to get your name and face in front of hundreds (or even thousands) of professionals in your industry.

Headshot & Background

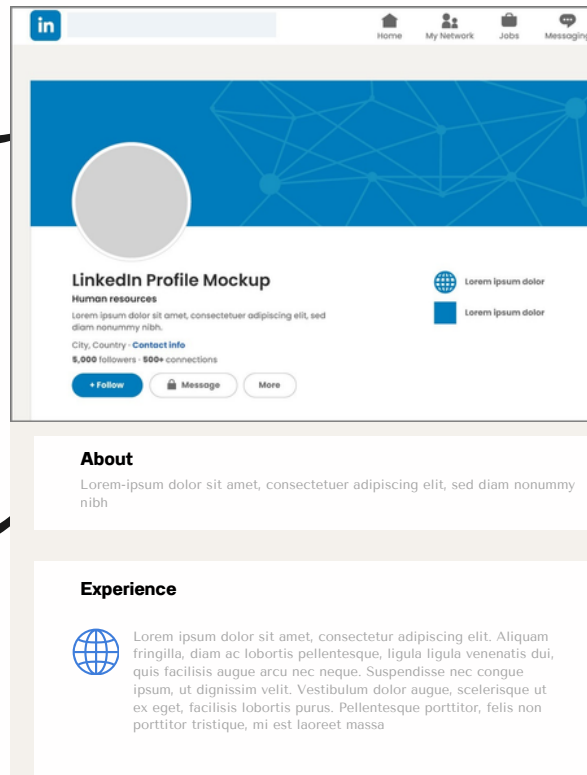
- Professional, high-quality, and recent headshot of yourself
- Background gives context or shows what matters to you

Experience

- Include relevant work experience with 2-4 interesting bullet points for each job.
- Use engaging words to show the impact you made.
- Be specific with descriptions. Always include your tasks, responsibilities, and outcomes

Resources for building your profile:

- [20 steps to a better LinkedIn profile](#)
- [How to write a powerful LinkedIn summary](#)
- [How to pick the right LinkedIn profile photo](#)



Intro Section

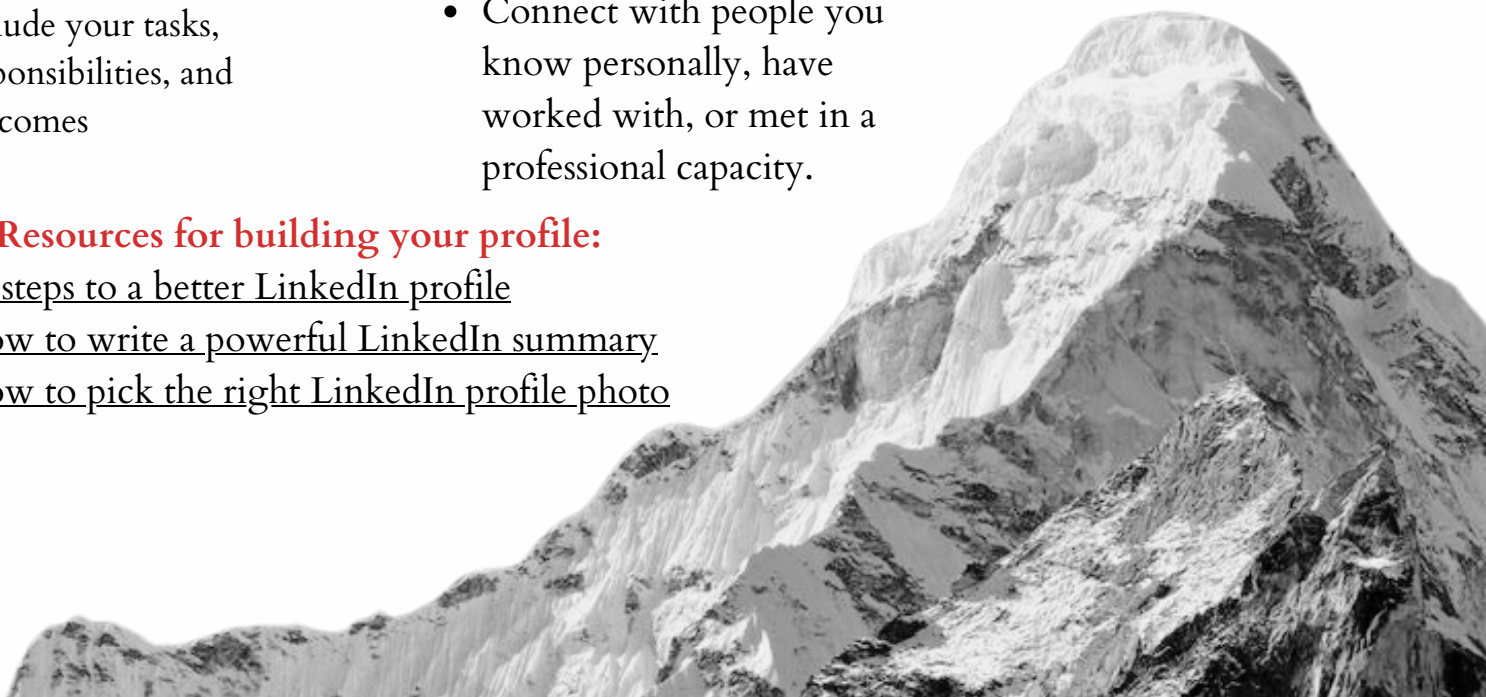
- Full name and pronunciation
- Headline - capture who you are and what you do.
- About- tell a story, how you got to where you are, why your work is important. Be creative!

Skills

- Include most relevant and marketable skills.
- Mix of hard and soft skills.
- Update regularly.

MAKE CONNECTIONS!

- Connect with people you know personally, have worked with, or met in a professional capacity.



Job Posting Boards



LinkedIn



🔍 Search by title, skill, or company

- Search using keywords, skills, or job titles
- LinkedIn will suggest jobs that you may be interested in or qualified for.

Indeed



🔍 Job title, keywords, or company

📍 City, state, zip code, or "remote"

Search

- Search by job, keywords, or location.
- Post your resume to get matched to potential employers.

Idealist



Jobs



Search by keyword, skill, or interest

- Explore jobs, internships, and volunteer opportunities.
- Search using skills, keywords, or areas of interests by location.



Job Posting Boards (Sports/Athlete Specific)



Teamwork Online

A screenshot of the Teamwork Online search interface. It features a white search bar with a magnifying glass icon on the left and a green "SEARCH" button on the right. The search bar contains the placeholder text "Search job title, team, or league".

- A career networking and job platform that connects people with jobs, internships, networking events, and career resources in the sports and live events industry.

NCAA Former Student-Athlete Career Center-

A screenshot of the NCAA Former Student-Athlete Career Center search interface. It features a white search bar with a "Keywords" label on the left, a "Location" dropdown menu with "Search All Locations" selected, and a blue "Search Jobs" button on the right.

- Former NCAA student-athletes can post their resume, find employment opportunities and get job-seeking advice.

SPORTPSY Listserv

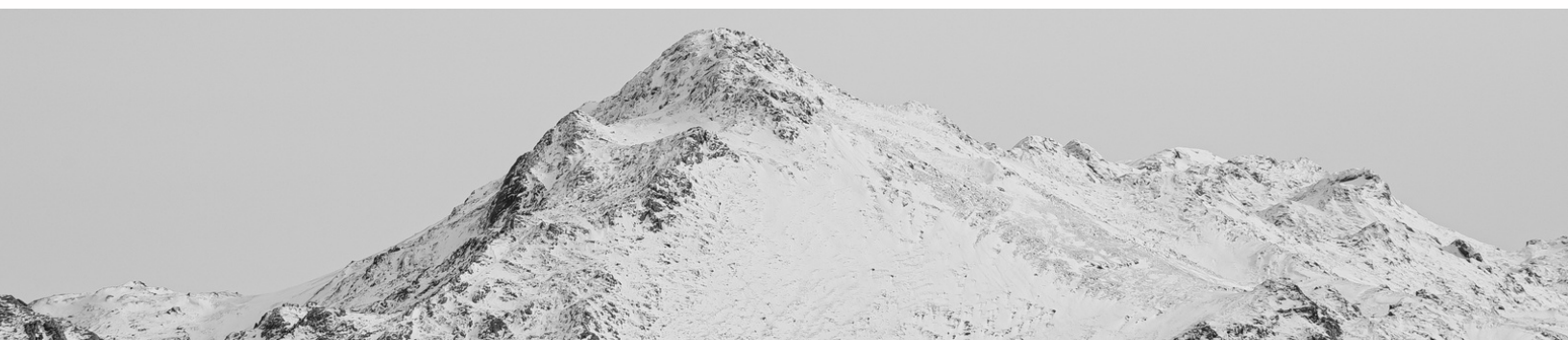
- Hosted by Temple University, this is one of the oldest and largest electronic-mail bulletin boards for sport psychology news, networking, research, and job listings.
- To join: email lsitserv@listserv.temple.edu with no subject line and "SUB SPORTPSY [Your Name]" in the email body

NCAA Career Preparation

- [Career in Sports Forum](#) - Multi-day career exploration program for current NCAA student-athletes interested in working in college athletics and the broader sports industry.

College Sports Jobs

- Job board and career platform focused on connecting coaches, administrators, and professionals with employment opportunities across college athletics, including NCAA and NAIA programs.





Community Based Resources

BIPOC

- **Hispanic Heritage Foundation:** The Latinos on Fast Track (LOFT) program can help you find an internship or job in the private or public sectors. Free lifetime membership.
- **National Association of Asian American Professionals:** Career center for resume writing, job coaching, and searching for jobs.
- **African American Professional Associations:** networking groups are organizations or communities designed to connect, empower, and uplift professionals who identify as Black or African American.
- **Black Women in Science and Engineering:** Empowering Black Women through career and entrepreneurial development, insight and training.
- **Native American Job Network:** Helping job seekers find the job of their dreams, in their home area and nationwide.

LGBTQ+

- **The International Lesbian, Gay, Bisexual, Trans and Intersex Association:** An umbrella organization that connects more than 1,700 organizations across 160+ countries.
- **Campus Pride:** An entry-level job board that offers training events and development opportunities for LGBTQ+ graduates.
- **TransWork:** A platform dedicated to connecting transgender job-seekers and entrepreneurs with supportive employers and business partners.
- **LGBT Connect:** A job board with a directory of LGBTQ+-friendly employers.
- **Simply Hired:** A popular job board website that allows you to look through the results when you search keywords “LGBT friendly” and check the open positions in your area.

