

Get Ready, Get Set, Go Pro

Student Athletes' Career Guide



California State University, Fresno

Career Services

Salome Yu

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Introduction

“Student athletes have proven their time management skills, faced adversity, met timely deadlines, been in leadership roles, and worked in a team environment, which have prepared them for the transition into the workplace.” – Employer interviewed from The Corporate Playbook (<http://www.thecorporateplaybook.com/>)

You have worked hard on the athletic field with many intense hours of practice and refined your skills in your particular sport. Now it is time to think about your next move in planning for your future career. Whether you are just beginning your college career as a freshman or sophomore or nearing graduation as a junior or senior, it is never too early to begin planning. You may be thinking, “I’ve devoted countless hours to practicing and haven’t had any time to gain work experience so what could I possibly offer an employer?” Well think again. As an athlete, you have just as many valuable skills to offer an employer as other students. This career guidebook has been designed to help student athletes better prepare for a future career while still in college.



Part 1: Preparing for the Career Play

Section 1: Identifying Your Skills/Experience

Just as you have spent countless hours practicing for the next game by weight-lifting, running, learning to work as a team, getting your uniform ready, eating right and resting, you must now prepare for the career play. It is time to think about and identify your best skills and experience especially any leadership skills you may have developed as an athlete. Each of you as an athlete has acquired great skills, below you will find an aid to help you begin thinking about which skills best describe your best attributes.

Section 2: Creating Your Trophy of Skills

Below is a “trophy of skills” that encompasses many of the skills athletes have acquired throughout their athletic career as a freshman in college to skills gained as professional athletes. Examine the “trophy of skills,” circle the words that best describe you and create your own “trophy of skills” using the blank trophy worksheet on the next page.

Confident
Self-Motivated
Strong Character
Ability to be criticized
Never-quit Attitude
Aggressive
Focused
Understand time management
Deal well with pressure
Learn from mistakes
Welcome challenge
Make sacrifices
Team oriented
Accountable
Disciplined
Coachable
Committed
Competitive
Goal oriented
Overcome adversity
Tremendous work ethic
Mental / physical toughness

THE CHAMPIONS' TROPHY

Source: Athletes 4 Hire (<http://www.athletes4hire.com/career6.php>)

Preparing for the Career Play

Section 3: Transferable Skills

In addition to the skills you have gained as an athlete, you have also gained many valuable skills and knowledge from your education, community service and athletic experience. These skills are some of the “transferable skills” that will help you build a great resume and market yourself well in the next interview. Below is a list of “transferable skills” you should evaluate to help you identify your strengths and potential value (place a check next to the ones that apply to you):

Planning and Organizational Skills

- Meet deadlines and manage time effectively
- Work under time and environmental pressures
- Successfully juggle multiple demands (school and work)
- Identify and prioritize things to be accomplished
- Assess needs
- Develop goals for self and/or an organization
- Work effectively with organization members
- Follow up with others to evaluate progress of tasks
- Stick to a difficult endeavor and see it through to completion (4 years of college)

Critical Thinking Skills

- Quickly and accurately identify the key issues when making a decision or solving a problem
- Identify general principles that explain data or human behavior
- Examine assumptions underlying analyses or conclusions
- Recognize interrelationships in information obtained from diverse sources
- Use facts to judge validity of theories
- Create innovative solutions to complex problems
- Critically evaluate theories and research and apply the results to solve problems

Human Relations and Interpersonal Skills

- Maintain group cooperation and support
- Keep a group on track when working towards a goal
- Interact and work effectively with peers, superiors and subordinates
- Interact with and appreciate people from diverse cultural, social, ethnic and religious backgrounds
- Communicate effectively and sensitively in both individual and group situations
- Teach a skill, concept or principle to others
- Leadership skills
- Demonstrate effective social behavior in a variety of settings and circumstances
- Effectively collaborate with others to complete projects or reach goals
- Delegate tasks and responsibilities
- Ability to work on a team and diverse assignments

Preparing for the Career Play

Section 3: Related Transferable Skills (Continued)

Oral and Written Communication Skills

- Organize and present ideas effectively for formal and spontaneous speeches
- Effectively participate in group discussions and brainstorm ideas
- Debate issues while respecting the opinions of others
- Read and condense large amounts of material
- Write reports clearly, grammatically, concisely, objectively, convincingly and in appropriate format
- Write and speak effectively in a foreign language
- Delivered verbal presentations clearly and persuasively
- Express and defend ideas in a clear, objective, non-dogmatic manner
- Effectively utilize campus resources for public relations
- Use various media to present ideas effectively and/or imaginatively
- Possess courteous telephone skills

Research and Investigation Skills

- Use a variety of sources of information to research problems or answers to questions
- Conduct literature search on _____.
- Develop a new research question(s)
- Apply a variety of research methods to test the validity of data
- Design and experiment, plan or model that systematically defines a problem
- Construct, administer and interpret questionnaires or surveys
- Ethically recruit and treat research subjects
- Select appropriate statistical tests for the analysis of research
- Analyze and interpret statistical data
- Use computers or laboratory equipment to assist with research
- Select, administer, score, and interpret various psychological tests or assessments
- Deal effectively with financial, temporal, and personnel constraints on research

Computer Skills

- Use computer software to prepare reports, graphs, brochures, etc and to conduct research
- Internet research and e-mail skills
- Computer programming skills
- Webpage and website design skills

Personal Skills

- Define and explain ethical behavior and practice it in difficult situations
- Take initiative in job related duties
- Tolerance for stress and ambiguity
- Demonstrate flexibility and ability to handle change
- Recognize the value of life long learning and seeks professional development opportunities
- Identify personal values and apply them when making decisions
- Ability & motivation to develop knowledge and skills in expanding job responsibilities

Source: Marquette University (http://www.marquette.edu/csc/students/documents/TransferableSkills_UP96_000.pdf)

Part 2: Finding the Right Playing Field

Section 1: Career Assessment Tools

Now that you have begun thinking and identifying valuable skills you possess, you may still be unsure about the type of career you want to pursue. For those of you uncertain about your college major and future career, you may want to consider taking some career assessments. These assessment tools will give you overall trends of careers other people with similar interests have engaged in. There are many assessment guides, but one free and easy online aid we recommend is California Career Zone available at: www.cacareerzone.org. Click on “Assess Yourself” tab and then start the interest profiler. The program will match you with information about potential careers of interests. After you have taken the assessment, we encourage you to come to Fresno State’s Career Services in the Joyal Administration Building (Room 256) and meet with a counselor to have your assessment results reviewed.

For other assessment options, please visit our Career Services homepage at: www.csufresno.edu/careers. Click on “Students” and then “Career Assessments” to see a more comprehensive list of assessments.

Section 2: Going Pro Statistics

While becoming a professional athlete may be very glamorous and appealing, according to the National Collegiate Athletic Association (NCAA), the odds of becoming a professional athlete after college are low. In their publication, *A Career in Professional Athletics*, under Appendix C of the report, the NCAA provides the following statistics:

Student-Athletes	Men’s Basketball	Women’s Basketball	Foot- ball	Base- ball	Men’s Ice Hockey	Men’s Soccer
NCAA Student-Athletes Drafted	44	32	250	600	33	76
Percent High School to NCAA	2.9	3.1	5.8	5.6	12.9	5.7
Percent NCAA to Professional	1.3	1.0	2.0	10.5	4.1	1.9
Percent High School to Professional	0.03	0.02	0.09	0.5	0.4	0.08

As this chart above shows, the number of student-athletes becoming professional is not very high. Thus, we highly recommend you create career options to prepare yourself for life after college.

As an athlete, you have a wide range of valuable skills. There are also many career options to choose from that incorporate your athletic interests and skills. In order to better guide your career choices as a student athlete, we have compiled a list of famous successful former athletes and their college majors.

Finding the Right Playing Field

Section 3: Famous Successful Former Athletes

If the above assessments have not given you a better idea on career opportunities available to you, then look at the following list of former athletes and careers they pursued to help guide you further. See if you recognize any of these names.

Successful Former Athletes in Business

Phil Knight, University of Oregon, Track and Field
Founder and CEO of Nike

Meg Whitman, Princeton University, Lacrosse, Squash
President and CEO of Ebay, Board of Directors for Procter & Gamble and DreamWorks Animation

Donna A. Lopiano, Southern Connecticut State University, Softball, Basketball, Volleyball, Field Hockey
Former CEO of the Women's Sports Foundation and one of the most powerful women in sports

Otis Chandler, Stanford University, Track and Field
Publisher of the Los Angeles Times

Russell F. Warren, M.D. Columbia University, Football
Surgeon-in-Chief at the Hospital for Special Surgery in New York

Successful Former Athletes in Government

Dwight D. Eisenhower, U.S. Military Academy, Football
34th President of the United States

Richard Nixon, Whittier College, Football
37th President of the United States

Gerald R. Ford, University of Michigan, Football
38th President of the United States

Ronald Reagon, Eureka College, Swimming, Football, Track and Field
40th President of the United States

George H.W. Bush, Yale University, Baseball
41st President of the United States

Madeline Albright, Wellesley College, Swimming and Diving
United States Secretary of State

Bill Bradley, Princeton University, Basketball and U.S. Senator

Finding the Right Playing Field

Byron R. White, University of Colorado, Boulder, Football
Justice of the Supreme Court of the United States, Rhodes Scholar

Gen. Norman Schwarzkopf, West Point University, Football, Wrestling
Commander-in-Chief of the United States Military

Jack F. Kemp, Occidental College, Football
United States House of Representatives and former professional football player

Successful Former Athletes in Other Areas

Rev. Jesse L. Jackson, Sr., North Carolina A&T State University, Football
Civil Rights Activist and founder of the National Rainbow Coalition & PUSH

Eunice Kennedy Shriver, Stanford University, Swimming, Track and Field
Founder of the Special Olympics and Former Director of the Peace Corp.

Kofi Annan, Macalester College, Track and Field, Soccer
The Nobel Peace Prize winner in 2001

Sally Ride, Stanford University, Tennis
First American Woman in Space

Kurt L. Schmoke, Yale University, Football
Mayor of Baltimore, MD

Section 4: Other Successful Athletes

As you can see, the road to your future career is limitless and your career opportunities are endless. You can also visit www.ncaa.org for a listing of more athletes, their college majors and their current careers. The athletes included in the NCAA site are professional athletes, but they also have other careers.



Source: Athletes 4 Hire (<http://www.athletes4hire.com/career6.php>)

Finding the Right Playing Field/Section

Section 5: Career Opportunities for Student Athletes

While your career options are many, you may want to use your knowledge of athletics toward careers related to the athletics field. Below are some options to consider:

Career Opportunities (off the playing field):

- Athletic director
 - **Educational Requirement:** Physical education and teaching degree
 - **Salary range:** \$20,000-75,000/yr
- Manufacturer's representative
 - **Educational Requirement:** High school diploma
 - **Salary range:** Sometimes based on commission; \$22,000-125,000/yr
- Marketing director
 - **Educational Requirement:** Bachelor's degree required in marketing, business administration, public relations, communications or journalism
 - **Salary range:** \$25,000-150,000+/yr
- Personal trainer
 - **Educational Requirement:** No minimum education required, but a background in physical education will be valuable asset to offer customers
 - **Salary range:** \$25-500+/session
- Professional scout (scouts for great potential athletes)
 - **Educational Requirement:** No minimum education required, but many have a bachelor's degree
 - **Salary range:** \$20,000-\$100,000/yr
- Public relations director
 - **Educational Requirement:** Bachelor's degree in communications, public relations, marketing or sports administration required
 - **Salary range:** \$40,000-\$125,000/yr
- Publicist
 - **Educational Requirement:** Most have bachelor's degree, but not all do
 - **Salary range:** \$20,000-\$100,000/yr
- Sports agent
 - **Educational Requirement:** College degree not required (many have law backgrounds), but experience in sales helps
 - **Salary range:** \$200,000-\$750,000/yr
- Sports attorney
 - **Educational Requirement:** Law degree and passing bar exam
 - **Salary range:** \$40,000-\$400,000/yr
- Sportswriter
 - **Educational Requirement: Bachelor's degree in journalism**
 - **Salary range:** \$15,000-\$85,000/yr
- Sportscaster
 - **Educational Requirement:** Bachelor's degree in journalism strongly recommended
 - **Salary range:** \$18,000-\$1 million/yr (network positions)

Finding the Right Playing Field

For a more comprehensive discussion of career opportunities and duties for these above mentioned jobs, please visit Career Services at the Joyal Administration Building (Room 256) and ask about the “Athlete Resource Binder”. In addition, listed below are career books to consult for athletes:

- *Careers for Sports Nuts & Other Athletic Types*
- *Careers in Sports*
- *Opportunities in Sports and Fitness Careers*
- *Opportunities in Recreation and Leisure Careers*
- *Opportunities in Sports Medicine*
- *How to Get a Job in Sports*
- *Career Opportunities in the Sports Industry*
- *Sports Journalism Careers*
- *50 Coolest Jobs in Sports*
- *A World of Sports for Girls*

Also for those interested in pursuing a career directly related to sports, we have gathered information about professional athletic career opportunities and salaries. Many of the careers for professional athletics do not have an educational requirement or little education is required. This information can be found in the “Athlete Resource Binder” in the Career Services Office (Joyal, Room 256). In addition, please consult with your athletic director about a professional career in sports.

Section 6: Job Shadowing/Informational Interviews

As a busy student athlete, we realize you do not have a lot of extra time on your hands. However, if you would like to investigate further different careers, then one suggestion is to job shadow someone in the industry you are interested in pursuing. If you are not familiar with job shadowing, this is where you spend some time shadowing someone getting to know a particular job and industry better. There is no formal mechanism for job shadowing, but you can e-mail or call someone to schedule a time to get to know what a person does.

Another useful method is to conduct some informational interviews. These interviews give you a chance to learn about unique careers that are not widely publicized. They are not job interviews to ask for a job, but more an opportunity to gain insight and advice into entering that particular industry. This is a great networking opportunity to find out about other related careers. For more information on how to conduct informational interviews and sample questions you might ask in an interview, please visit our website at: www.csufresno.edu/careers. Click on “Students,” then click on “Job Search Preparation,” and then “Informational Interviews”. If you have any questions about these two methods of career exploration, please come visit Career Services and meet with a career counselor.

Part 3: Putting on Your Uniform

Section 1: Characteristics Employers Seek in Candidates

Just as you invest countless hours preparing for your next game by practicing and putting on your uniform, the same is true for successful job searching. You need to put on your career uniform to compete in the job world and to do well in your next interview. This career uniform includes your resume, cover letters, thank you letters and sharpening your skills in interviewing and job searching methods. Before you begin preparing these items, review the following areas employers seek in potential hires:

Communication Skills that demonstrate solid verbal, written, and listening abilities. The capstone is presentation skills that include the ability to respond to questions and seriously critique presentation materials.

Computer/Technical Aptitude based on the level required for the position being filled. Computer ability is now perceived as a core skill; right up there with reading, writing and mathematics. Basic skills expected include word processing (Word), a spreadsheet application (Access or Excel) and a presentation application (PowerPoint). Skills in web design (HTML, Front page, Dream Weaver) or design programs (PageMaker, Illustrator, Printshop, Photoshop) are a plus.

Leadership involves the ability to take charge or relinquish control according to the needs of the organization. This is closely aligned with possessing **management** abilities.

Teamwork involves working cooperatively and collaboratively with different people while maintaining autonomous control over some projects. This is an especially appealing quality possessed by most student-athletes.

Interpersonal Abilities that allow a person to relate to others, inspire others to participate, or mitigate conflict between co-workers.

Critical Thinking and Problem Solving involves the ability to identify problems and their solutions by integrating information from a variety of sources and effectively weigh alternatives.

Additional Personal Traits. The shape of the above competencies are molded by a combination of personal traits. Specifically, candidates need to demonstrate intelligence and common sense; willingness to learn quickly and continuously; initiative and motivation; the ability to be flexible and adaptable in order to handle change and ambiguity; honesty and integrity; and the ability to plan and organize multiple tasks.

One quality that most student-athletes have in excess is a **strong work ethic**. You should convey in resumes, letters, and interview, just how **hard working** you have been while playing on a team and attending college full-time.

Source: Northern Illinois University (<http://www.niu.edu/careerservices/guides/AthleteGuide.pdf>)

Putting on Your Uniform

Section 2: Resumes/Cover Letters/Interviewing/Job Resources

As student athletes, there are many qualities you possess that you need to help employers see. Your resume will need to market your best traits. Also in your resume, it would be advantageous for you to include a “Summary of Qualifications”. This will help you highlight your key skills and the transferable skills you have gained as a student athlete. Below are some examples to include in the “Summary of Qualifications” part of your resume.

Examples:

- Hard working team player with excellent leadership and technical skills. I will apply the same degree of diligence and dedication to a career in Sales that has allowed me to maintain good grades while devoting an average of 25 hours per week training and playing for a Division I women’s volleyball team.
- Student-athlete who devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing a challenging Psychology degree.
- A student-athlete who has excelled in Division I athletics while completing a challenging Economics curriculum in four years. Demonstrated leadership; teamwork, motivational and time management skills that I intend to apply to a career in Management.
- Student-athlete who devoted approximately 25-30 hours per week to training, conditioning, studying playbooks, meetings, travel, and games while attending Northern Illinois University on a full-time basis.
- A student athlete who achieved academic success in a challenging Business Administration program while excelling in Division I athletics. Demonstrated leadership, teamwork and time management skills that I intend to apply to my position as a Retail Management Trainee.”

Source: Northern Illinois University (<http://www.niu.edu/careerservices/guides/AthleteGuide.pdf>)

For information about resume writing and a tool to help you create a resume, please visit our Fresno State Career Services website at: www.csufresno.edu/careers. Then click on “Students” and “Job Search Preparation” to access the resume site and sample resumes. You will also find information about cover letters, interviewing, job search websites, informational interviewing and networking.

If you would like to see more resume samples, cover letters, information about interviewing and other useful job resource articles you may visit: www.jobweb.com. Highlight the “Students” tab, then highlight “Resumes and Interviews” and you can click on the appropriate tab of interest. You can also make an appointment with a career counselor at Fresno State by calling: (559) 278-2381.

Section 3: Action Words

Verb List for Resumes

Action Words Clustered by Skills

Writing an effective resume requires that you use action or vigorous verbs to present your skills and achievements. The following will help you think about your skills in functional clusters:

Management Skills

Developed	Administered	Delegated
Organized	Produced	Fired
Supervised	Reviewed	Evaluated
Assigned	Planned	Contracted
Coordinated	Executed	Controlled
Prioritized	Scheduled	Determined
Hired	Directed	Recommended
Analyzed		

Financial Skills

Calculated	Appraised	Maintained books
Computed	Allocated	Documented
Planned	Administered	Analyzed
Managed	Developed	Initiated
Budgeted	Solved	Prepared
Audited		

Detailed Skills

Approved	Implemented	Operated
Validated	Arranged	Recorded
Retained	Collected	Processed
Executed	Systemized	Compiled
Dispatched	Inspected	Researched
Responded	Classified	Reviewed

Communication Skills

Influenced	Obtained	Arbitrated
Helped	Interpreted	Mediated
Led	Motivated	Merged
Sold	Persuaded	Wrote
Recruited	Directed	Enlisted
Negotiated	Reasoned	Spoke
Arranged	Developed	Reconciled
Created		

Manual Skills

Operated	Drove	Shipped
Controlled	Cut	Drilled
Assembled	Moved	Handled
Set Up	Lifted	Converted
Bound	Pulled	Designed

Teaching Skills

Communicated	Tutored	Developed
Briefed	Established	Lectured
Encouraged	Monitored	Supervised
Coached	Managed	Improved
Clarified	Influenced	Interacted
Evaluated	Informed	Trained
Adapted	Taught	Conducted
Prepared	Instructed	Researched
Authored	Initiated	Wrote
Coordinated		

Research Skills

Clarified	Interpreted	Examined
Interviewed	Isolated	Reviewed
Inspected	Decided	Evaluated
Synthesized	Recognized	Perceived
Diagnosed	problems	Wrote
Organized	Surveyed	Extrapolated
Critiqued	Investigated	Extracted
Collected	Gathered	

Creative Skills

Innovated	Directed	Integrated
Created	Acted	Fashioned
Planned	Published	Wrote
Conceptualized	Developed	Performed
Abstracted	Designed	Produced
Shaped	Synthesized	Illustrated

Helping Skills

Listened	Interviewed	Evaluated
Intervened	Demonstrated	Performed
Monitored	Collaborated	Implemented
Advised	Administered	Treated
Facilitated	Provided	Mediated
Analyzed	Counseled	Acted as a liaison
Coordinated	Referred	Assessed
Led	Spoke	Negotiated
Diagnosed	Directed	Developed
Conducted	Clarified	

Putting on Your Uniform

Section 4: Sample Resume 1 (limited work experience)

Jerry Bulldog

jerrybulldog@csufresno.edu

Local Address:
1000 Bulldog Lane, Apt 205
Fresno, CA 93740
(559) 353-2222

Permanent Address:
2564 North Sunrise Ave
Los Angeles, CA 90024
(310) 333-4555

- PROFILE** Highly creative individual with extensive leadership experience seeking an internship in the field of accounting. Strengths include:
- Self-motivated and able to take on new challenges
 - Dynamic leader, communicates well in a team
 - Strong time management and multi-task skills
- EDUCATION** California State University, Fresno
Bachelor of Science in Business Administration
Option: Accounting, May 2009
- COURSEWORK** Beginning and Intermediate Accounting, Managerial Accounting, Cost Accounting, Auditing and Accounting for Governmental and Nonprofit Organizations
- RELATED PROJECTS** California State University, Fresno, Fresno, CA
Nonprofit Accounting Analysis, Fall 2008
- *Project Description:* Worked with 5 other classmates for a local non-profit firm to develop an accounting system that would help track costs
 - *Accomplishments:* Created an effective database system for the company to more efficiently account for certain costs
- Auditing Analysis**, Fall 2008
- *Project Description:* Worked with 2 other classmates for Morgan Stanley to develop an easy to follow checklist of auditing items to check for
 - *Accomplishments:* Created an effective database system for the company to more efficiently account for certain costs
- LEADERSHIP EXPERIENCE** Fresno State Athlete Advisory Committee, Fresno, CA
President, Jun 2002 – Present
- Coordinated on-campus NCAA Diversity Workshop
 - Contributed to newsletter for student-athletes
- Fresno State Football Team (NCAA Division I), Fresno, CA
Quarterback, Aug 2007 – Jun 2008
- Full Varsity scholarship recipient
- COMMUNITY SERVICE PROJECTS** Coach Hoover's Basketball Camp, Fresno, CA
Summer Basketball Coach, May 2005 – Present
- Teach fundamentals of basketball to young children
- HONORS/ AWARDS**
- Most Valuable Player (Fresno State Football Team), 2008
 - Academic Medal of Honor (NCAA Division I Student Athlete), 2007
 - Sportsmanship Award Recipient (NCAA Division I), 2006

Putting on Your Uniform

Section 4: Sample Resume 2 (some work experience)

Jenny C. Bulldog

1000 Bulldog Lane, Apt 205

(559) 353-2222

Fresno, CA 93740

jennybulldog@csufresno.edu

OBJECTIVE

Seeking an exercise physiology position in a health and wellness facility

SUMMARY OF QUALIFICATIONS

- Student athlete who devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing an kinesiology and English degrees
- Quickly and accurately identify the key issues when making a decision or solving a problem
- Use computer software to prepare reports, graphs, brochures and to conduct research

EDUCATION

Bachelor of Science in Kinesiology; minor in English (May 2010)

California State University, Fresno

Emphasis: Preventative and Rehabilitative Exercise Science

Overall GPA: 3.2 Major GPA: 3.4

Relevant Coursework:

Cardiopulmonary Disease and Rehabilitation

- Development and administration of programs focusing on prevention, etiology, basic pathopsychology, physicians' diagnoses and the role of the exercise specialist in a clinical setting

Exercise Programming for Adult Populations

- Study of exercise limitations, responses and adaptations

Exercise Gerontology

- Examination of characteristics, physical responses and adaptations to exercise in older adults

Physical Fitness Programming

- Program design, orientation, implementation and administration

Stress Testing

- Procedures for graded exercise testing for diagnostic and functional assessment

Fitness Program Management

- Investigation of managerial roles and skills and effects on interpersonal, group and organizational relationships

RELATED EXPERIENCE

Physical Fitness Trainer, 24-hour Fitness, Visalia, CA (Summers 2006-2008)

- Constructed a 16-week exercise program focusing on flexibility, balance and stability
- Trained two adults working independently with each for two hours a week
- Completed an end-of-the-year fitness assessment of Center residents
- Supported personal growth of residents through informal conversations and encouragement

Intern, Community Service Coordinator, Fresno State Kinesiology Program, Fresno, CA (Summer 2007)

- Developed and coordinated community service events, such as presentations at area schools and visits to nursing homes, for student athletes
- Planned life skills workshops on gambling, drugs and alcohol and career planning
- Organized social events such as barbeques and luncheons to promote positive interaction

CERTIFICATIONS

- CPR for Adult and Child, American Red Cross
- First Aid for Adult and Children, American Red Cross

INTERCOLLEGIATE ATHLETICS

Division I Women's Volleyball Team, Fresno State, Fresno, CA (August 2006-Present)

- Received full athletic scholarship
- Team Captain: 2007 – present
- Gained valuable leadership and team-building experience

Part 4: Scoring Points With Work Experience

Section 1: Volunteer Work

As a student-athlete, you may not have as much flexibility with time that other students may have. However, gaining work experience while you are still in college is a very important step in finding employment more easily in the future. Incorporating some volunteer work during some weekends will help increase your marketability in the future. If you are interested in gaining work experience and would like to volunteer, then a few websites you can search are: www.volunteerfresno.org and www.volunteermatch.org.

For local volunteer opportunities, you can visit the Richter Center for Community Engagement and Service-Learning on campus here at Fresno State. They also host a Community Service Expo Fair each semester. If this is something you are interested in learning more about, you may contact them at: (559) 278-7079 or visit them in the Science Building, Room 136.

Section 2: Job & Internship Opportunities

For internship opportunities requiring academic credit, please consult your specific major department coordinator. If you would like the department coordinator's contact information, you may visit our website at: www.csufresno.edu/careers. Click on "Students" and "Jobs and Internships" and you will see information for internships and other resources for job searching.



Appendix A: Job & Internship Resources

Job & Internship Resources

Bulldog Link – Fresno State’s Job Search Tool

www.csufresno.edu/careers

(Note: Available on Career Services homepage included above, click on “BulldogLink” icon for students on right-hand side)

Job Central

www.jobcentral.com

Simply Hired

www.simplyhired.com

Indeed

www.indeed.com

Athletic Training Jobs

<http://athletic.trainer.jobs.topusajobs.com/>

Athletic Trainer

<http://www.athletictrainer.com/>

Blue Fish jobs

<http://www.bluefishjobs.com/>

Team Work Sports Jobs

<http://www.teamworkonline.com>

Professional Baseball Athletic Trainers Society: jobs, internships

<http://www.pbats.com/>

National Athletic Trainers Association- Job opportunities

<http://www.nata.org/careercenter/welcome.htm>

NCAA Employment <http://www2.ncaa.org/portal/employment/>

American Coaching Academy

<http://www.americancoachingacademy.com/careers.html>

Also, for information on career planning tools and professional associations related to your career interest, please utilize the “Athletic Career Binder” in Career Services (Joyal, Room 256).

Appendix B: Career Planning Resources



Joyal 256 • www.csufresno.edu/careers • (559) 278-2381

Career Planning Success Checklist

Freshman (Adjusting)	Sophomore (Exploring)	Junior (Experiencing)	Senior (Transitioning)
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- Clarify who you are and what you want through personal reflection and self-assessment with the help of Career Services.
- Visit Career Services to explore available programs and activities.
- Learn the academic system; study the *Fresno State Catalog* and *Schedule of Courses*.
- Enroll in a University 1 class.
- Take a variety of General Education classes.
- Meet with your academic advisor to select courses that meet your needs based upon your interests and goals.
- Talk with advisors, counselors, and faculty about career options.
- Develop a resume on Optimal Resume.
- Volunteer through Community Service 1 or 101 class.
- Research and pursue part-time and summer jobs in your field of interest.

Career Services Resources: Eureka; Undeclared 101 Workshop; Undeclared Student web site linked on Advising Services web site; and Personalized Counseling

- Take introductory courses in the majors you are considering.
- Begin building marketable leadership skills.
- Identify career options for your major.
- Consider a paid internship through your department or Career Services.
- Learn how to build your network and cultivate mentors.
- Attend career fairs to gather information.
- Join student organizations and clubs that interest you and match your career goals.
- Update your resume on Optimal Resume.
- Seek out faculty mentors.
- Conduct informational interviews with people in careers that interest you.

Career Services Resources: Career Resource Library; online "What Can I Do with a Major in..." resource; Information Interviews; Resume Building; Internship Information; Career Services' web job posting systems; Career Fairs

- Build skills through activities, volunteer, work, and/or internships.
- Keep in touch with previous teachers and advisors.
- Practice networking while gathering career information at company presentations, career fairs, career related events/forums, and talking with alums.
- Begin researching graduate schools.
- Meet with a career counselor to create a job or graduate school search strategy.
- Revise your resume on Optimal Resume.
- Learn about interviewing techniques; arrange for a mock interview at Career Services to practice interviewing skills.
- Read professional publications and trade journals (library and internet).
- Join a professional association as a student member.

Career Services Resources: Resume Information; Workshops; Company Information; Internship Information/Career Services' web job posting systems; Career Fairs

- Initiate your job search plan.
- Select and contact professionals for references.
- Research prospective employers.
- Fine tune your resumes on Optimal Resume.
- Read relevant periodicals and trade journals to understand current issues in your field.
- Prepare for interviews.
- Participate in the On-Campus Recruiting program.
- Network with faculty, alumni, and others for job opportunities.
- Attend career fairs.
- Apply to graduate schools.

Career Services Resources: Mock Interviews; On-Campus Recruiting; Individual Job Search Counseling; Resume Critiquing; Workshops; Career Services' web job posting systems; Career Fairs



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