

HOW TO
WRITE A WINNING
SPORTS
JOB
RESUME

Sports Networker



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For the last 12 years our team has been building the largest and most comprehensive job board in the sports industry. We've connected with thousands of sports employers and created powerful systems to ensure we have the latest sports jobs.

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John Mellor
President and CEO - WorkInSports.com



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Take Your Sports Career To The Next Level!



The Sports Executives Association is a new place to learn from industry pros, advance your sports career and build a more powerful network. It was created for those who take massive action, and like to see results. This is a place for unique like-minded individuals to finally have a place to interact.

SEA members are part of a new generation. They value the power of networking with everyone, and adapt to new ideas instead of sticking with the “old ways” of thinking. They also recognize the importance of staying ahead in new technologies and strategies to help them excel in their career.



**Lewis & ESPN Founder
Bill Rasmussen**

“The SEA was created for those who take massive action, and like to see results! Our members represent the future leaders in sport business.”

**Lewis Howes, CEO
Sports Executives Association**

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Message From The CEO

Passion. That's the number one thing I hear from people when they explain why they work in sports.

We love sports for many reasons. From a young age it's fun to play in games as a child. Maybe we never lose that child-like attitude and that's why we continue to stay passionate about sports long after our little league days. Sports give people hope, something to brag about, a place to escape, something to be proud of, along with many other things, it's simply good clean fun.

I grew up loving sports, and it shaped me into the person I am today. Without sports, my life would be completely different. I wouldn't have traveled the world by age 21, I probably wouldn't have broken as many bones or been as large as I am. My confidence level would be lower, I wouldn't be as competitive or hungry to succeed in the business world. Sports gave me so many both exiting and heart breaking experiences from the countless games I have played.

After my professional athletic career ended, I knew I wanted to stay in the world of sports. It's the one thing I'm most passionate about and I didn't want to lose my competitive spirit. This is one of the reasons I created [Sports Networker](#) and [Sports Executives Association](#). I wanted to help others stay connected in the world of sports so they didn't lose touch of what they are most passionate about.

As is the case with most endeavors, there is rarely one magic bullet, one piece of advice or one thing to share in terms of what would help others break into the sports industry. For the most part it is a series of events that must take place and an action plan that must be put in place (and implemented) that will help secure the job of anyone's dreams.

There is so much that goes into an effective search for any dream job that it is very tough to narrow it down to one suggestion.

Here is what I would suggest:

- ✓ Combine your passion with a specific technical aptitude to find your niche.
- ✓ Make sure you position yourself and your message to the specific market you are going after.
- ✓ Surround yourself with people you can learn from and be available to return the favor in the years ahead.

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- ✓ Continually build an industry-specific network and leverage your network effectively to eventually have your own "advisory board" that you can rely on and utilize for years to come.

Although I don't play as many games as when I was growing up, I still love to talk about sports and business (another love of mine). I hope the How To Write A Winning Sports Job Resume ebook helps you understand how to stand out amongst your competition and land your dream job in the sports industry!



Lewis Howes

CEO - SportsNetworker.com & Sports Executives Association

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If you've opened this ebook about acing your dream job in sports interview, then you obviously have the ambition and drive to want to do what you love for a living. We love ambition; so much in fact that we have a few other great ebooks to offer you that will further your pursuit of that dream job in sports!

How To Write A Winning Sports Job Cover Letter

The cover letter is the sole purpose for an employer to look at the resume and determine whether or not you might be a viable candidate. If it is written badly, you might not even get a glance from a company. In most cases, the cover letter is just as important as the resume, which is a fact that is too often overlooked today.

How To Write A Winning Sports Job Cover Letter can and will do just what the title says. This ebook brings together some great knowledge and tips for writing a winning cover letter. It also lays out some exceptional examples of cover letters that you are free to use as a template and personalize to create your own resume introduction that will blow potential employers away.



How To Ace Your Sports Job Interview

After you've sent in your resume and cover letter to a potential employer, sooner or later you'll face the daunting task of interviewing for a job. It is common knowledge, though, that generally the smallest details cause people to fail during a job interview. The fact that you can score an interview at all shows that you already have the right stuff for the job.

However, scoring the interview is merely the first step in the long journey to get you the job in sports of your dreams. After reading the How To Ace Your Job Interview ebook, you will have all of the knowledge required to get your body through that door that you are most trying to step into.



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How To Write A Winning Sports Job Resume

Introduction



Employers are forever on the lookout for the resume that jumps out at them. Not in terms of being fancy and pretty to look at; employers are looking to be impressed!

Reading your resume, they want to be able to feel that YOU are the right candidate for the job. They want to be able to do this before ever setting eyes on you.

Tall order, right? You betcha it is!

The very first step in landing that ideal job is to write an ideal resume. Without those two most primary of introductions, there most likely won't be a first interview.

Taking That First Important Step

Your resume places you in the front lines when job hunting. It becomes your calling card. It is not about compelling drama or

clever prose; it's a few simple pages, expertly written, containing information that is all about you.

Your resume will either place you front and center where all the good jobs are or it won't — there is no middle ground.

It's Now or Never

For the serious job seeker, the How To Write A Winning Sports Job Resume ebook will become a trusted friend. This will be your personal and comprehensive guide to everything you could ever hope to know about conquering the never ending resume paper trail.

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Your resume writing skills will become well honed and your resume will be fine tuned. You will learn to sell yourself with simple, yet, effective words. Your resume will not be relegated to the bottom of any pile — it will be placed where it belongs....at the very top!

You will write a resume that will rival any resume written by a top-notch professional writer, and you will do this in complete confidence.

No reason to tell you what will happen any longer; nothing good comes to those who wait. Lets get started!

Chapter 1

EFFECTIVE RESUME WRITING

To begin, make a decision to discard any former knowledge learned about the “rules” of resume writing. People commonly become stuck in “bad” writing habits from a time gone by.

It is almost a certainty that since you last wrote your resume, much has been learned and even more has been changed. This is as it should be; everyday very creative people are adding to the resume writing arsenal.

This ebook is chock full of the most recent and cutting-edge resume writing techniques, culled from writing professionals and employment experts.

The Basics

For years, we have been told that to be most effective, a resume should be only one page. This just does not apply any longer! Today’s resume is creative and unique.

Aside from the most essential and key elements, a resume should reflect the personality and need of the job seeker and not be some cookie cutter rendition of what is “acceptable and expected.”

Standards in resumes have changed dramatically, but, only so far as the job seeker has the creative expression and know-how to pull it off! Therein lies the difference. Everyday, employers read all of the standard resumes. They are required to go through each and every one, but, which one will catch their eye?

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Formatting in resumes has expanded, too. When you consider that your resume will be your own, personalized form of marketing yourself it lends itself to all manner of unique communication and expression.

Again, so long as the essential elements are included in each resume, you are at complete liberty to make certain that your resume will impress and with a bang!

Just how, exactly, does one do this?

First of all, learn about the most basic principles involved in writing a highly effective resume. Once you have this down, the creative expression can begin!

Your most basic purpose in writing your resume will be to be noticed among the many. You want to stand out as not just a good candidate but as “the” candidate just right for that dream job you’ve always wanted.

When you consider that next to your well written resume, not even 1 in 100 other resumes will be written as well as yours, you can see the odds will be in your favor.

Your salvation here is in writing a resume that will compel a perspective employer to notice your credentials. If you can master this technique, the rest will be pure gravy.

Chapter 2

THE PURPOSE OF YOUR RESUME

Your resume is an important tool that communicates all about YOU. When it does the job right, you win an interview.

Your resume doesn't simply provide a prospective employer with your work history. It speaks loud and clear that you have the credentials needed to be a complete success in this new position or career.

Your resume will attract immediate attention. The reader will want to pick it up and read it top to bottom.



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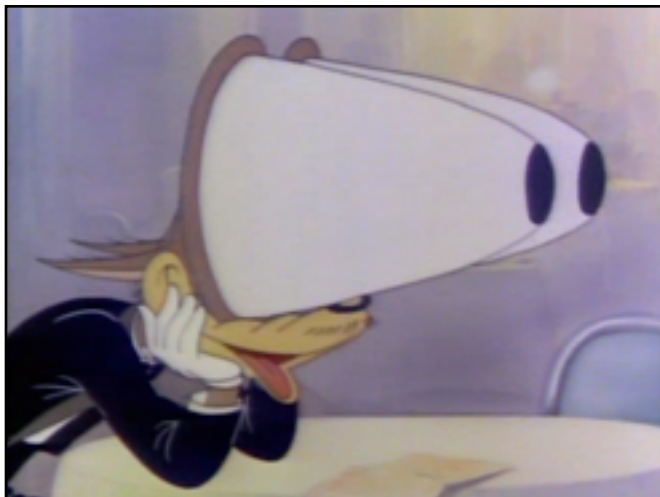
Interest will be stimulated. An interview will be arranged.

Your resume will contain:

- ✓ Your contact information, i.e. name, address, phone, email address, website address.
- ✓ A defined job objective.
- ✓ A work history and educational history.
- ✓ Affiliations.
- ✓ References.
- ✓ Your resume will be written using professional grade printing and paper.

Chapter 3

RESUME PRESENTATION IS KEY



An employer can have hundreds of boring resumes to pour through. This means when something catches the eye, it must really pop out!

Your resume must impress within the first important seconds or it will not impress at all.

Employers will quickly scan all resumes and then grab those that best catch their eye.

To write a really effective resume, you will use powerful statements that will impress. This is very important, but you

do not want to oversell! There is a very fine line here and you will learn all about it.

Above all, you will make honest statements about yourself. They will be strong statements and 100% true, or they'll be ineffective.

Just as you would sell any product that you strongly believe in, you will learn to sell the product that is you! Once you have learned to do this, you will find that you will get a

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better response from a prospective employer than other prospects do and even those with better credentials. It is all in how you market your product!

Chapter 4

WOW THE EMPLOYER

First of all, who are you writing this resume for? Your prospective employer will be the one who oversees the day to day operations of the company you want to join.

They make the hiring decisions and they are entirely invested in ensuring that you are the right one for the job. This person will care about whether or not you can do a good job for that company and so this is the one you are writing your resume for.

You want to be sure that you are the right candidate for the job. You want to be sure you know everything there is to know about this company. You want to understand exactly which qualities are needed to be the right candidate for this job.

You want to be sure you are not a good candidate for this job, but that you are the best candidate for this job.

Time to start writing

This is the time to put pen to paper and to lay out clearly what your prospective employer is looking for in an ideal candidate. You need to be able to solidify what it is that you bring to the table, even before you begin.

Jot down every fine point about your training and experience, your unique characteristics, special talents, even your attitude.

If you are new to the job market, be creative and draw on your upbringing, life exposure and anything that can account for your unique experience and qualities.

You will begin to be able to connect the dots during this process. Simple statements will turn into sentences and sentences into



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paragraphs. Keep this information in a safe place. You will use it later to be incorporated into your finished product.

Chapter 5

ELEMENTS OF A RESUME THAT WILL IMPRESS

The primary element of an ideal resume contains powerful and assertive statements about your talents, characteristics, and accomplishments. No need to be shy. You are going for the gold so sell yourself with all that is in you!

The secondary element of an ideal resume will show “you know your stuff” and know it well! This will be proven by education, experience, work history, and any other relevant affiliations that shows the prospective employer that you are a person of substance and not only of design.

Keep in mind that the more standard resume will simply be a chronological account of a very boring life and most people will not give it a second glance. Write your resume to be interesting and even impressive and watch as your phone rings for that sports dream job interview.

You will write a resume that does much more than just inform; you will write a resume that compels to action! Your resume will become a good bargaining tool. Your prospective employer will be interested and will stand up and take notice. This is exactly what you want.

Be bold about your assertive statements, but not too bold. Leave them wanting for more. Tease a bit with nuggets of information and let them be interested to know more.

Chapter 6

WRITING YOUR OBJECTIVE

Be very clear in defining the name of the job or job title you are so qualified for. Be specific. Avoid general terms such as: I am seeking a Sports Management position. Well, OK, but what kind of Sports Management position are you seeking? Marketers signal in on one product at a time and so will you!

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After starting your resume with your contact information, your next section will clearly start with your job objective. Once your prospective employer can see that what you bring to the table is what they want, they will continue to scan for more.

Employers separate the winners from the losers very quickly. They look for objectives that meet with their own expectations. They

know there are many prospects out there that really don't know what they want.

Employers are not looking for these types. Your objective will convey that your objective proves you will make the kind of contributions to the company that they need and want.

Keep in mind, too, that an employer is looking for a candidate who will meet the company's own needs, and not for one who is looking to meet his or her own goals and agenda.

Your goal can be to offer this company your unique skill set and experience, but the key is proving that you are there to benefit them and not the other way around.

Your resume must grab them within the first few seconds, so, your objective must be dynamite! Clearly state the job title you are going for and then add a few key phrases to show you will meet their exact needs...more on this later.

Chapter 7

WRITING YOUR SUMMARY

The Summary element of your resume needs to pack a punch to be most effective. It contains the best about how and why you qualify for the job.

You want the employer to focus in quickly on this section because it will highlight your most important accomplishments, talents, and qualities.

After reading your Summary, the employer should know, without any doubt, that you are the best man or woman for the job. This is where you will shine! This will be your moment to show your stuff. After reading this section, the employer will be compelled to read more!

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Writing this section, you will use many colorful and descriptive words. If one of your best talents is sales, write that you are a gifted salesman, able to close the deal in record time!

This section will only contain information about you that is commendable and that will set you apart from the crowd. Using the right kind of descriptive, complimentary words, you achieve this handsomely. Your summary will show your prospective employer that you alone will be the best fit for the position needed to be filled.

Tailor your Summary to your Prospective Employer's Needs

Before writing your resume, you wrote notes on what makes you the best candidate for your intended position. You will have looked at the many characteristics and qualities that you believe your prospective employer will be looking for in the ideal candidate

Now is the time to tailor your Summary section to matching those specific needs. Every statement made in your Summary section will be targeted to show the employer that you have what it takes to fill that position.

Work on writing positive and affirming statements that exemplify your unique abilities and talents to be most affective in the intended position. Practice using descriptive words.



If you want to write that you are a good leader, write instead that you are “proven leader” with initiative and motivational skills that cause others to act! Describe why you are good at what you do and leave no room for interpretation.

Using words like “good” and “competent” speaks in general terms. Describe how you possess these attributes and you will have done your job well!

Below, you will find a variety of suggestions for composing your Summary section. You can select those that best suit your skill-set.

Experiment a bit, first, and then zero in on those

that best reflect what you have to offer a perspective employer. Remember, your Summary section is critical to your resume's success.

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Few people will use all of the suggestions. Doing this might be seen as over-kill. You are encouraged to say the most, while writing the least.

- ✓ Start with a concise phrase that describes your profession.
- ✓ Next, another concise phrase showing your broad or specialized experience.
- ✓ Make a few more concise statements to show the following:
 - * The full extent of your skill-set.
 - * The variety of your skills.
 - * Diversity in your experience.
 - * An accomplishment worth noting.
 - * Anything remarkable about your accomplishments.

Optional

- ✓ Professional achievements.
- ✓ Personal Characteristics worth noting.
- ✓ Concise statement to highlight professional objective.

Chapter 8

WRITING THE SKILLS AND ACCOMPLISHMENTS SECTION

In the Summary section of your resume, you can brag a little. In the Skills and Accomplishments section you can brag a little more.

This section will cap off all that qualifies you for your intended position. You will show your prospective employer that there can be no other and the journey stops with YOU!

How do you do this best? You continue to show that you are the right one for the job by going into better detail about all that you wrote of in your Summary section. This requires careful wording so as not to be repetitious. If you can pull this off professionally, you will have the attention you are looking for!



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The most key point about writing this section is you are not going to inform. You are going to highlight in more detail, what your prospective employer already believes to be true about you as an ideal candidate.

The Purpose of your Skills and Accomplishments Section

Go into good detail about the following:

- ✓ Any benchmarks or landmarks accomplished as the result of your unique skill-set.
- ✓ Using facts, figures and statistics, show how your best efforts showed the best results.
- ✓ Your specific talents and unique gifts as related to your job.
- ✓ All accomplishments that sets you apart.

To be most effective, you will use clear, crisp writing that sums up. You are going into detail here, but not so much that this section reads like a story.

Key Point — Write so that you give hints and not complete details. You want your prospective employer to call you in for the interview to learn more! This is critical.

Chapter 9

RESUME FORMATTING

The three basic formats of resumes are: Chronological, Functional, and Chronological/Functional combined.

The Chronological Resume



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The Chronological resume is the more structurally formatted of the three.

- ✓ Experience section is the key.
- ✓ Jobs are listed in detail.
- ✓ No focus of skills or achievements at beginning of resume.
- ✓ Used generally when remaining in same job or career.
- ✓ Caters to conservative type positions.
- ✓ Always has an Objective section and Summary section.
- ✓ Used especially with legal and academic professions.

This resume type is ideal when:

- ✓ Applying for positions within a more conservative profession.
- ✓ Of particular interest to older, more traditional types.
- ✓ Wanting to show good job detail and highlight employer names.

This resume type is not ideal when:

- ✓ You want to showcase your best qualities and experience.
- ✓ Wanting to make a change in career.

Example of a Chronological Resume

Obviously this example is not 100% sports related, but it is a good example of a chronological resume.

John Pavlow
1032 Sherwood Street, Wildwood, NJ 07886
201-555-9384
jpavlow@aol.com

SKILLS:

Proficient in Windows, Windows NT, Microsoft Office, HTML, C, C++, Java and conducting Internet research. Fluent in both French and Spanish. Excellent interpersonal skills and fine-tuned organizational ability.

WORK EXPERIENCE:

- 1984-Present: Forsythe Metals & Alloys Company, Secausus, NJ

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Manager, Chemicals Procurement

Successfully managed a corporate group that purchases the key chemical raw materials for more than 150 plants within the US. Initiated all purchase decisions for pulp and paper chemicals, plastic resins, inks, waxes, coatings, solvents, plastic film and sheet, and lignosulfonates. Directed six professional buyers and non-exempt employees. Personally created, developed, and implemented a critical cost reduction program with a total savings of more than \$1 million per year. Established pioneer program in support of Hazardous Waste Disposal project. Chaired meetings of strategy planning and successfully negotiated for new cost-effective raw materials.

- 1992-1994: Allied Metals & Alloys Company, Secaucus, NJ

Materials Manager

Designed key systems and procedures to establish automated purchasing functions for C&K Chemicals, a subsidiary of AB&X. Implemented primary purchasing activities between corporate purchasing and C&K.

- 1988-1992: Chemicals & Pharmaceuticals, LTD., Secaucus, NJ

Purchasing Agent

Successfully negotiated some \$60 million in specialty and commodity raw materials. Contributed largely to Mistek's cost reduction programs. Initiated liaison function between corporate purchasing and Mistek of America, Ltd. This program greatly improved reporting systems between plant Managers and purchasing department.

EDUCATION:

- Master of Science in Chemistry, Brown University, May 1980
- Bachelor of Science, University of America, May 1975.

Major: Chemistry and Business.

References available upon request.

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The Functional Resume

The Next Basic Resume Format is the Functional.

- ✓ Showcases achievements and major skills from the top.
- ✓ Clearly states your strong suits.
- ✓ Employer does not need to read through boring job details.
- ✓ States (through summary) all you will bring to the table.
- ✓ Only brief mention of company names and positions held.



This resume type is ideal when:

- ✓ Wishing to change careers, for those who job-jump, for homemakers returning to workplace, for students, and the military.
- ✓ Wishing to make only a minor change in job direction.
- ✓ Highly recommended by resume-writing professionals.
- ✓ Used as an effective aid in achieving a new direction or goal.

This resume type is not ideal when:

- ✓ Read by a more conservative employer looking for more information on each of your jobs.

Below is a great example of someone who spent many years in the field of law and may be wanting to jump into the area of sports law or litigation.

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Example of a Functional Resume

Janice P. Smythe
1692 Banff Rd., Portland, OR 97208
(555)823-6169
jsmythe@msn.com

Insurance Law Practices:

- Directed management on insurance company policy and legality of key insurance transactions.
- Evaluated critical legal decisions and implemented necessary changes in insurance clauses to line up with corporate policy and to protect company from fraudulent insurance claims.
- Directed claims department in appropriate filing procedures to identify against over-payments.
- Initiated formatting and wording of all critical legal documents such as insurance claim contracts and payment release papers.

Corporate Law Practices:

- Created and developed key corporate law structure policy and procedure, wrote landmark manual on corporate legal rights.
- Retained as leading law agent for several major corporations in wide variety of essential law transactions.

Real Estate Law Practices:

- Performed multi-million dollar sale and transfer of prime commercial property.
- Performed detailed ownership and transfer searches.
- Created and executed appropriate forms for commercial deeds, mortgages, and leases.
- Acting trustee of multi-million dollar commercial property and recommended help funds for investment.

Work Experience:

- 1985-Present: Commercial Underwriters of America, Inc., New York, NY — Head of Insurance Services

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Education:

- 1984: University of California Law School. LL.B., Insurance Law Policies, Corporate Law Policies, Estate Planning and Income Tax Policies.
- 1992: University of California. BA Degree, Major: Geography

References on Request

The Combined Chronological/Functional Resume

The Final Basic Resume Format is the Chronological/Functional Combined

- ✓ Can include headings of various jobs held with description of accomplishments.

OR

- ✓ Only a brief job description chronology.
- ✓ Only a brief Achievements and Skills section.

OR

- ✓ More detailed Summary that includes skills and qualifications.

This resume type is ideal when:

- ✓ Wishing to take advantage of both resume types.
- ✓ Highlights positives and down plays any possible negatives of either type of resume.

This resume type is not ideal when:

- ✓ Wishing to present a shorter resume.

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Example of a Combination Chronological/Functional Resume

PETER J. PROBOST
222 Sport Crescent, New York, NY 95520
(336) 256-4587
bb3177@appstate.edu

EDUCATION

Avondale University
Bachelor of Science, Geography 1998
Cooranbong, Australia

GIS
Minor in Geology

GIS INTERNSHIP

American Geological Society
New York, NY
1999

- Developed a geomorphic prototype data base with Arc/Info and ArcView on a UNIX platform.
- Performed leadership role in the development of maps for use with the "Map of the World" radioactive waste site assessment.

RELATED SKILLS

Computer Software and Operating Systems:

Arc.Info (PC and UNIX), ArcView, SAS, Atlas GIS, Surfer, ERDASIMAGE, MapInfo, GMap, GSMcad, XV, PaintShopPro, Corel Draw, all versions MS Word, MS Power Point, DBExpert, WordPerfect, Lotus, Color Works, Canvas, and C programming

Advanced knowledge of: DOS, UNIX, Windows: 3.1, 95, NT, Mac OS X.

Technical Expertise:

- Intermediate experience with interpreting air photos and satellite images, digitizing of web site design and advanced knowledge of web site analysis.

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- Published credit for 6 geological maps.

SELECTED WORK EXPERIENCE

Beaker Inn and Lodge
 Manager, South Dakota
 1993- 1998

Maintained long term work relationship while engaged in a full academic course load throughout college.

- Managed and supervised staff of 14 employees.
- Trained newcomers.
- Reported to owner.
- Responsible for overseeing entire operation in owner’s absence over summer season.

REFERENCES AND PORTFOLIO

Available upon request

Chapter 10

WRITING AN ELECTRONIC RESUME

An Electronic Resume will not be read by an employer until it has first been scanned by a computer. More and more, employers are opting for this method of finding the best candidate for their position.

Even when your qualifications are especially good, and you are very confident that you are the best candidate for the position, unless your resume meets with the standard in formatting, your resume will *not* reach the employer’s desk. Those that are not aware of how to format an Electronic Resume, even with stellar qualifications, will never be called in for that important interview.

Below are the elements necessary to meet the Electronic Resume standard:

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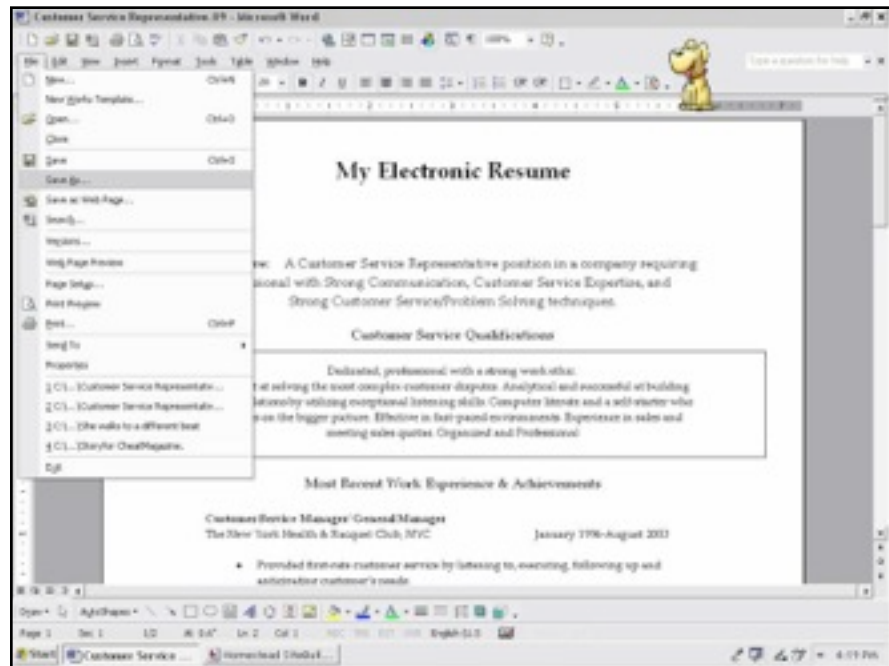
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Write using Nouns and not Verbs —

Nouns are the dominant words in a scannable resume. Use descriptive words such as bookkeeping, supervisor and Pratt & Lambert.

Use of Descriptors —

Use keywords such as education, skill-set, experience, talents and abilities. These are the words employers look for when wanting to fill a position. Use plenty of keywords. The more, the better!



Fancy is Out — Scannable resumes are very conservatively written. Do not decorate and do not use uncommon typefaces. Use only white or beige paper, do not underline, and do not use italics.

Use Simple Design — The computer will read text and not graphics. Anything that is complex, such as tables and leader dots, should be excluded.

Avoid Abbreviations — With the exception of very common abbreviations, such as BA (Bachelor of Arts), use full terms.

White Space — Leave ample space between sections for the computer to pick up that one section has ended and another has started.

Write using Proper Language — Use common words that all people will understand.

Three to Four Page Resume is Acceptable — The hard and fast “one-page” resume rule no longer applies. Electronic resumes run 3-4 pages in length. A separate section of this ebook will be devoted to a variety of different resume types and formats. This will give you full creative license to select what suits you best. Getting the basics down first, though, is every bit as important as the final product that you will create using this ebook.

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The more creative that you will be in writing about yourself, your credentials, your experience and everything else of importance to a prospective employer, the better.

Chapter 11

PUT YOUR BEST FOOT FORWARD



The job of the employer is to pour through, sometimes, hundreds of resumes each and every day. They have a well-trained eye for scanning and for identifying the candidates that interest them most. All the same, they must read through all kinds of really boring information.

Some resumes read like a long list of data that is anything but remarkable. Your resume, however, will not. Your resume will be formatted to give your prospective employer your most meaningful and interesting information first and then all of the pertinent, less exciting information, after.

Your resume packs a punch to begin with and then you boldly assert your best qualities and talents. Now, you will back up your assertions by proving you know your stuff. You will now show how qualified you are for the job based on your work experience.

Chapter 12

WRITING THE HISTORY/ EXPERIENCE SECTION

You can use a number of headings here: "Professional Experience," or "Professional History," they both work well. Shy away from using: "Work History," or just "Employment." These are not as effective and they don't look as professional.

To focus your reader, list all jobs held in reverse chronological order. Concentrate on giving good detail about your most current positions and offer only limited information about the jobs held earlier on. In many cases, you can write a simple statement to sum up holding several jobs earlier on.

Decide which you want to highlight more, your job titles or the names of the companies you worked for. The one you wish to highlight is listed first and then the next follows.

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Example:

Dow Chemical Petroleum, Ltd. - Product Engineer

OR

Product Engineer - Dow Chemical Petroleum, Ltd.

For this section include all service work and internships as well as any key volunteer experience. This section is not only for paid experience.

Chapter 13

WRITING YOUR EDUCATION SECTION

As with your History/Experience section, list your Education credentials in reverse chronological order. Show your completed degrees or licenses first, and then show your completed certificates and key training. Follow by listing Education in progress with a proposed date of completion.

Bold-type anything you wish to highlight, such as your completed degrees. No need for too much detail here. Be concise by showing only your major as well as any awards and distinctions received.



To be impressive list grade point averages of 3.5 or better and highlight any courses of study engaged in currently as it directly relates to the position you seek if it applies.

If your awards and commendations are impressive, give them a section of their own.

Always quote sources to substantiate.

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Chapter 14

WRITING A PROFESSIONAL AFFILIATIONS SECTION



In this section show your community involvement and highlight current participation, especially in an area that might impress the employer as being relevant to key work issues.

Give detail to show your abilities within specific areas, such as: “Initiated leadership role in organizing minority group of women wishing to return to the workplace.”

List participation on a Board or as a Chairman.

Hold back when stating political involvement as this can be judged negatively by an employer or company.

Chapter 15

WRITING A PUBLICATIONS SECTION

If you can offer experience in this section, your employer will be impressed! Only highlight published material and summarize if you have lots of credits.

Include stellar critiques and comments of your work and edit to contain only the most impressive.

Chapter 16

WRITING A PERSONAL INTERESTS SECTION

This can be a tricky call for someone who does not have a lot of job hunting experience. Do you or do you not write a Personal Interests section?

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In most cases, you do not.

Those with targeted personal interests and skills that relate directly to the job sought can take advantage of this section to highlight how their hobbies and interests relate to the position they seek.

For example, a sports job professional who is applying for a head hunter position might present a prospective employer with, oh I don't know, an ebook recently published? This showcases talent, creativity and ability. An employer would like to see this.

On the other hand, an accountant seeking a managerial position within a large corporation would not be smart to include a Personal Interests section to highlight his interest in collecting 18th century currency from Spain.

This becomes a judgment call on your part. In most cases, candidates opt to forgo this section.

Chapter 17

WRITING A REFERENCES SECTION

The final closing of your resume can read, "References on Request," or "References Available upon Request."

Some candidates don't use this as a close, however, and the prospective employer generally will assume you have references to offer. An employer will not hesitate to ask for references when needed and they most always are.

Consider writing a separate page listing a few really good references. Include contact information as well. You can hand this page to your prospective employer when needed, so this is always good to have on hand.



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Chapter 18

YOUR RESUME — A WORK OF ART



Now that we have covered the most basic elements of an impressive resume, let's take a look at some finer points.

Your resume will be written to look appealing to the eye. This is best accomplished by keeping in mind:

- ✓ Structure looks clean and flows well.
- ✓ Very easy to read/not at all complicated.
- ✓ Easily understood with simple wording and phrases.
- ✓ Contains good overall balance.
- ✓ Not crowded/contains plenty of white space.
- ✓ Sections are concise and shorter when possible.

All formatting should be offered consistently. Not too heavy on the bolding, italics and underlining. This should only be used for best effect and not in uniformity.

Your resume will be your front line in communication. Before you meet your prospective employer, your employer will meet you via your resume.

Your resume will be error free. This means free of typos, improper spelling, poor grammar, lack of punctuation, and no errors in facts.

Key Information Included in your Resume:

- ✓ Name
- ✓ Address
- ✓ Phone
- ✓ Email
- ✓ Positions held list
- ✓ Reverse chronological order
- ✓ Education credentials
- ✓ Degrees attained
- ✓ Targeted information as necessary

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'Positions Held' List will Include:

- ✓ Position title
- ✓ Name of company
- ✓ City and state of company
- ✓ Years there
- ✓ Earlier held positions can be summarized
- ✓ Part time work can be excluded

Your resume will be targeted to show your suitability for the desired position. This position will be a goal you wish to achieve. You will be able to show how and why you are the best candidate for this position. Your resume will show you are uniquely qualified and should be chosen.

Your resume will contain no filler. You will only highlight your best and this will be expertly brought across by the use of strong, clear wording and phrases that are descriptive and colorful. Your resume writing will persuade and cause your employer to want to know more. You will hint at attributes, not giving out too much information. You want your employer to feel compelled to bring you in for the interview. Your resume will grab the eye through the use of design, formatting, and proper balance.



Your resume will impact. The prospective employer will immediately grasp your meaning and will not feel the need to read through entirely.

Your resume will contain powerful words and statements that will convey a message of impressive credentials and experience. Show you will get the job done better than anyone else.

Write about your qualifications through clear statements about what you have accomplished. Don't bore them with long-running lists of your potential, talents, or previous job responsibilities.

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Show the exact results of your targeted accomplishments. Make good use of adjectives to show the extent of your skills and experiences. This will show you are results-oriented.

Write to be concise and keep to the point. Write sentences as short and direct as you can. Eliminate all repetitions. Don't use several examples when one example has the same impact. Avoid trying to impress by using larger words. Be as direct as possible and avoid complex sentences.

Use good variety by offering short and punchy sentences along with sentences that are longer. Don't repeat a power verb within the same paragraph. Punctuate throughout for easy reading.



Be your resume's artist! Use the best supplies for your resume. Use a laser printer or an ink jet printer to produce the best results. Use a good-sized typeface (font) in 11 or 12 point. Use off-white, ivory or bright white 8 1/2 x 11-inch paper, in high quality. Submit a resume without smudges, staples, and leave a generous border.

A shorter resume is often best, however, if what you need to write takes up 3 pages, then offer 3 pages. There is no hard and fast rule for resume length.

Just make certain you don't bore them with the details. Always leave them wanting to know more. Remember, you are marketing yourself and not your entire life history.

Add good variety. Break it down into sections. Your resume will contain no more than six lines of writing in any one writing section or paragraph (summary, skill section, accomplishment statement, job description, etc.) If you require more, start a new section or a new paragraph.

Submit an accurate telephone number with area code. Be sure the phone number on the resume will be answered in-person or by an answering machine, Monday through Friday, from 8-5 pm. You want to be available when invited in for that important interview.

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If you don't have an answering machine, buy one. Include your e-mail and fax numbers as an alternate means of reaching you.

Omit any kind of information that can be seen as being controversial, such as political affiliations.

Start each section with your most important information on the first line. This will be read the most.

Use bold caps to highlight. Your name, section headings, skill headings, titles or companies, degrees, and school name can all be written in boldface. Your name should be on top of each page of your resume.

Chapter 19

DO NOT PUT IN YOUR RESUME

Here is a list of things you want to avoid including in your resume at all costs.

- RESUME at the top of the your resume
- Flowery "objective" statements
- Salary information
- Addresses of former employers
- Why you left your previous jobs
- The names of supervisors
- Detailed references



INCLUDE ONLY THE FACTS

While you definitely want to sell yourself, you want to do this honestly. Do not inflate the truth to put yourself in a better light. You will need to be able to back up all claims about yourself.

Chapter 20

A VARIETY OF RESUME SAMPLES

There are a very wide variety of resume styles set up to contain specific information depending on the experience of the applicant. Resumes can be categorized by

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profession and experience, such as: Nursing, Legal, Teaching and Business. The ones we are most concerned about today are Sports obviously, so we have included resumes that can be used to help you find that dream job in sports

Below are a few sample varieties of resumes written a specific way to highlight a specific profession. There are hundreds more if these don't satisfy you; just go out there and be proactive! You'll need to start showing initiative to land that dream job in sports anyway, so you might as well start now.

Obviously there will be some personalization involved with these, but feel free to use these templates as a guide to create that work of art that personifies you.

Recent Business Graduate Sample Resume

Gerry Traindorf
516-555-5555

3332 Orange Drive
Korham City, NY 55555

Personal Profile

Academic background in International Business, Marketing, Economics, and History, including a semester of study in Great Britain. Practical foundation of administrative, supervisory, computer, and organizational skills acquired from broad-based part-time work experience.

Enthusiastic, resourceful and trainable. Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout high school and college. Will do whatever is necessary to get a job done.

Education

New Fellow University New York, NY
Bachelor of Arts in Business

2001 - 2005

Concentration: Business and Economics

Member: Languages Club

Representative courses: Marketing, Economics, Accounting, Business Information Systems, Management, Corporate Finance, International Trade and Investments,

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Business Law, Statistics, Quantitative Methods, International Relations, History and Culture of Africa.

University of Klein
London, England
International Culture

1988 - 2001

Studied British and Western European life and culture from medieval times to present. Gained a valuable overview of European economic and social culture through travel throughout Great Britain, Ireland, France, Italy, Germany, Austria, Belgium, and the Netherlands. Observed European and British cultural differences, economic and business practices, currency exchange, Euro Dollar conversion process, and national political environments.

Business Experience

International import export exposure with UPS. Learned to work in high-pressure, quick-response disaster environment with Red Cross. Gained supervisory and training knowledge from NYU's Arts' Department. Experienced working in local government with Nassau County.

Performing Arts' Assistant
New Times University, Cheshire, NY
1999

Estee Launder Assembler/Auditor
Graver Packers, NY
1998

International Audit Clerk
United Delivery Service, NY
1997

Audit Clerk Nassau County
City of Nassau, NY
1996

Flight 555 Disaster Aid
Blue Cross, NY
1995

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Key Computer and Communication Skills

Mastery of Microsoft Word, Excel, and Access; WordPerfect; Windows 95/3.1 and DOS. Familiar with Quattro Pro. Published writer and editor.

Management Consultant Sample Resume

MANQUIST P. ROB

5333 Western Blvd.
Los Angeles, CA 55555

(555) 555-5555
mct55@anydomain.com

PROFESSIONAL GOALS

Leadership role in a management consulting firm whose clients will benefit from my strengths in revenue enhancement, economic analysis, product development, governance system development, performance bench-marking, and other organizational enhancements.

QUALIFICATIONS

Projects: Project management support pertinent to managed care delivery systems for HMOs, IPAs, medical groups, multi-hospital systems, and national health care providers.

Verbal: Client communications/interaction (medical directors, chief executives, administrators), interdisciplinary team collaboration, and management reporting.

Research: Data collection, organization, and analysis; investigative and interviewing skills.

Finance: Predictive models, financial impacts, budgeting, projections. Economics degree.

Bilingual: Fluency in Spanish language, business etiquette, and culture.

Computer: PowerPoint (multimedia presentations), Excel (financial modeling, budgeting), Word (report generation, business communications), and E-communications.

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EXPERIENCE

MEDICAL MANAGEMENT ADVISORS, Los Altos, California
1997 - Present

Consultant for firm servicing market-leading health plans, integrated delivery systems, integrators, and providers throughout the US Clients include Columbia-HCA, Cedars-Sinai Medical Center, U-Mass Memorial Health Care, and others. Provide project support in strategy and planning, network design operations and organization, and health care finance.

Sample projects:

Challenge: For New England regional health system-expand scope of services, create physician-linking mechanisms, foster medical group-hospital relationships, and optimize acquisitions position.

Action: Developed and implemented instrument to conduct national survey; determined respondents' needs and interests in joining client's new institute that is designed to provide expertise in practice management, managed care administration, and population-based management.

Result: Proposed infrastructure model, regional sites, program content, and target groups to participate in unique think-tank/training institute; program will link physicians and senior management from key IPAs and medical groups, expand scope of services, and provide client with solid acquisition opportunities.

Challenge: For leading Midwestern health system-develop revenue enhancement opportunities.

Action: Collaborated with team to identify 14 major opportunities and was assigned to handle Medicare Select component. Conducted competitor research; prepared financial models (administrative and marketing budgets, hospital impacts, enrollment projections, annual growth rates); structured product benefits; developed story-lines, slides, and materials for client presentation.

Result: Client selected Medicare product as strongest growth opportunity with a projected revenue enhancement of \$10 million.

EDUCATION

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Scripps College
Edgeton, CA
Bachelor of Arts, English/History; minor in Economics 1997

Sigma Delta Pi. Economics, history, and literature courses
University of Sandrais
Spain 1995

Marketing/Advertising/Public-Relations Sample Resume

Chance Braithwait
145-87 21st Street
Bevins, NY 55555
555-555-5555
cbraith@anydomain.com

Objective: Management Level in Marketing/Advertising and Public Relations

Profile

Enthusiastic, resourceful, and trainable recent graduate with academic background in communications and internship experience as Communications' Program teachers' assistant.

Offer old-fashioned work-ethic and excellent prioritization abilities developed through balancing of rigorous academic and employment objectives throughout high school and college years.

Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.

Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

Education

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Bachelor of Arts in Marketing
Post University, Greenmail, NY

2003

Courses included Introduction to Public Relations, Message Criticism, Advanced Public Speaking, Interpersonal Communications, Organizational Communication, and Persuasion.

Internship

Teachers' Assistant Post University, Greenmail, NY

2002

Assisted professors in planning, teaching, and record-keeping for forty-two students in two Communications classes: Interpersonal Communication and Group Interaction and Discussion.

Tutored students daily and taught one day per week.

Wrote study guides and held review sessions. Aided in preparation of professors' lesson plans and prepared lesson plans for own teaching. Served as liaison between students and teachers. Kept teachers' attendance records and grade book.

Originally suggested internship to one professor and pursued existing opportunity with the other. Received excellent evaluations from each teacher and from students.

Computer and Communication Skills

Proficient in Microsoft Word and Excel. Work in PC and Mac environments. Accomplished writer, editor, and public speaker. Conversant in Spanish.

Employment

Theater in the Round
Theater Attendant
Flowerside, NY
1998 to 1999

St. John's Nursing Home
Nurse's Aide
Bayside, NY
1995 to 1996

Reitman's

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Cashier
Brooklyn, NY
1993 to 1999

CONCLUSION

Now that you have mastered the art of resume writing, it is time to become a seasoned job-hunter.

Everyday, some 32 million people will leave their homes for a job they absolutely hate. Dark feelings of negativity will touch every aspect of their lives, including their family, their friends and not to mention, the many activities they put their free time into.

These people might lack the know-how they need to change. They might be afraid to leave the security of a weekly paycheck behind, or they might just feel locked-in to accepting a dead-end job.

Whatever the reason, there is a far better way to live. All it takes is that first inkling to want more, want better and then....to just move on. You have already gotten that inkling if you're reading this and that's a great first step to landing your dream job! Sure, there is an element of risk involved, but that just comes with the territory. Without risk in life, well....life is not nearly so interesting.

Change is not always easy. We all deserve change, though, if that is what we need to live a better life. Meaningful purpose in our lives can be the one driving force that adds dimension to our days. Finding that meaningful purpose through our work, through our career, well, that is what life is all about!

Take your passion for life and sports and make that into your career — live your dreams now while you still can. Your job, your career, your life can be so much more than just a wish — it can be your truth and your reality.

You can land that dream job in sports and the first step is a great resume. It is up to YOU, and you can do it!

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Apply Today to over 4,000 Sports Jobs, 800 Sports Internships and 7,500 Sports Employers

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[WorkInSports.com](#) was created to provide a service to connect job seekers with sports employers - this makes it easy as possible for people who want to work in sports to actually find work in sports.

For the last 12 years our team has been building the largest and most comprehensive job board in the sports industry. We've connected with thousands of sports employers and created powerful systems to ensure we have the latest sports jobs.

The opportunities are out there. We've matched thousands of job seekers just like you with jobs that are fulfilling and rewarding.

Let us help you make your passion your career.

John Mellor
President and CEO - WorkInSports.com



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Take Your Sports Career To The Next Level!



The Sports Executives Association is a new place to learn from industry pros, advance your sports career and build a more powerful network. It was created for those who take massive action, and like to see results. This is a place for unique like-minded individuals to finally have a place to interact.

SEA members are part of a new generation. They value the power of networking with everyone, and adapt to new ideas instead of sticking with the “old ways” of thinking. They also recognize the importance of staying ahead in new technologies and strategies to help them excel in their career.



Lewis & ESPN Founder
Bill Rasmussen

“The SEA was created for those who take massive action, and like to see results! Our members represent the future leaders in sport business.”

Lewis Howes, CEO
Sports Executives Association

Sports Executives Association members are provided the opportunity to:

1. **Connect:** Your network is your most powerful asset. Who you are connected to directly impacts not only your income, but also opportunities and results in your career. The SEA helps members build this powerful network.
2. **Learn:** Those who stop learning stop growing, and they continue to get the same results year after year. Those who continue their education are able to stay ahead of the curve, and become more valuable each day. SEA members have access to quality training to further their education.
3. **Get Feedback:** We all have questions or ideas pertaining to our careers, businesses, products, sales, marketing, sponsorships, PR, and more. The SEA gives members a place to ask important questions, and get answers from experts across a variety of topics.



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