



TRANSFERABLE SKILLS

For Athletes

Your experience as an athlete has provided you with a unique skill set that is difficult to obtain in other settings. Athletic positions can and should be on your résumé because employers love hiring athletes. A 2018 article from *Forbes* explained that while the large majority of college athletes do not pursue their sport professionally, they do leave college with exceptional skills including discipline, work ethic, coachability, and the ability to balance academics, practices, workouts, and travel. An article from LinkedIn (2017) also noted that employers should hire college athletes because of their goal orientation, leadership, and teamwork.

INSTRUCTIONS

This worksheet is designed to help you determine the transferable skills you have gained as an athlete and identify the skills you still want to develop. 1) Make a check next to the skills you know you've gained through your past athletic experiences. 2) Then, using the blank space below, make notes about how and when, specifically, you acquired those skills. This can be helpful when writing or revising your résumé and cover letters. When you're done, take a look at the boxes that are unchecked. These are the skills you can intentionally work on developing in your future endeavors.

Planning & Organizational Skills	Critical Thinking Skills	Human Relations & Interpersonal Skills
<ul style="list-style-type: none"> <input type="checkbox"/> Meet deadlines and manage time effectively <input type="checkbox"/> Successfully balance multiple demands (school and work) <input type="checkbox"/> Identify and prioritize projects to be accomplished <input type="checkbox"/> Develop goals for self and/or an organization <input type="checkbox"/> Work effectively with organization members <input type="checkbox"/> Follow up with others to evaluate the progress of tasks 	<ul style="list-style-type: none"> <input type="checkbox"/> Quickly and accurately identify key issues when making a decision or solving a problem <input type="checkbox"/> Examine assumptions underlying analyses or conclusions <input type="checkbox"/> Draw connections in information obtained from diverse sources <input type="checkbox"/> Critically evaluate theories and research and apply the results to solve problems <input type="checkbox"/> Use facts to judge validity of theories 	<ul style="list-style-type: none"> <input type="checkbox"/> Interact with and learn from people with diverse cultural, social, ethnic, and religious backgrounds <input type="checkbox"/> Communicate effectively and sensitively in both individual and group situations <input type="checkbox"/> Effectively collaborate with others to complete projects or reach goals <input type="checkbox"/> Ability to work on a team and diverse assignments <input type="checkbox"/> Delegate tasks and responsibilities

How and when did you develop these skills?

Oral & Written Communication Skills	Research & Investigation Skills	Personal Skills
<ul style="list-style-type: none"> <input type="checkbox"/> Organize and present ideas effectively for formal and spontaneous speeches <input type="checkbox"/> Effectively participate in group discussions and brainstorm ideas <input type="checkbox"/> Productively utilize campus resources for public relations <input type="checkbox"/> Use various media platforms to present ideas effectively and/or imaginatively 	<ul style="list-style-type: none"> <input type="checkbox"/> Create, administer, and interpret questionnaires or surveys <input type="checkbox"/> Select appropriate statistical tests for the analyses of research <input type="checkbox"/> Consider financial, temporal, and personal constraints on research <input type="checkbox"/> Analyze and interpret statistical data 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate flexibility and ability to handle change <input type="checkbox"/> Able and motivated to develop knowledge and skills in expanding job responsibilities <input type="checkbox"/> Adapt well to stress and ambiguity
<p>How and when did you develop these skills?</p>		

RÉSUMÉ EXAMPLE

Now that you have identified some of the skills that you have gained as an athlete, consider including your experience on your résumé. Below is an example of a résumé entry for a Grinnell student athlete. Look at the skills they highlight in their accomplishment statements. How would you write your accomplishment statements to reflect your unique experience as an athlete?

Captain

January 2016–Present
Grinnell, IA

Varsity Softball, Grinnell College

- Coordinate with coaches to develop a strong and inclusive team culture
- Collaborate with teammates through weekly individual and biweekly team meetings to achieve personal and team-based goals
- Maintain a rigorous personal training schedule, resulting in starting as a first year on a nationally ranked, Division III team and being recognized twice as Midwest Conference Athlete of the Week
- Elected by peers to serve as a captain for a 30+ member team during the 2018–2019 season

Read these articles for additional information about entering the workplace as a college athlete:

- [Are Sporty Employees Better Workers?](#)
- [7 Reasons You Should Hire Former Athletes](#)
- [How Former Student-Athletes Are Equipped to Fill the No. 1 Workforce Skills Gap](#)

