



## How to Design Your Resume

As a prospective student athlete it is important your recruitment resume is professional and covers all relevant areas. Your resume should be informative but precise. It should be presented in an easy to read format (font style and size) and have no grammatical errors.

The five most essential elements that should be included are:

- Personal Information
- Education
- Ambition
- Tennis Career History
- References

### Personal Information

This should include your name, contact information and personal details. This needs to be clear and easy to read.

Contact information:

Name  
Address  
Phone: +61  
Email

Personal information:

Date of Birth  
Height  
Weight

### Education

This should include the name of the education institution you are studying at and the date you are anticipating to graduate. If you have already graduated, enter your graduation date and your academic achievement e.g. Victorian Certificate of Education. You should also list the subjects that you have completed from years 9 – 12.



If you have taken or plan to take the SAT or ACT exam let the coach know. Include your score or the date that you will be sitting the test.

### **Ambition**

Present your academic and athletic goals and demonstrate why you will be an asset to the team.

### **Game Development**

Include your accomplishments as an athlete and ensure you rank them in order of relevance:

- ATP or WTA ranking (without accepting any prize money)
- ITF Junior ranking
- National Junior ranking
- State Junior ranking
- Major tennis achievements

### **References**

As an international recruit you need to provide your prospective coach with references. Three references are recommended. These should include your tennis coach, school principal and fitness coach. Make sure you include the referee's name, title, phone number and email address.

Finally make sure you follow up your resume with the coach with an email to see if they have received your resume and are interested.