

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 and style) and have not grammatical errors.

The five most essential elements that should be included are:

- Personal Information
- Personal Statement
- Academic Information
- Tennis Achievements
- References

Name:

Photo:

Personal Information

This should include your name, date of birth, contact details, date of graduation from the Australian school system, NCAA#, height and weight.

Personal Statement

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

Academic Information

This should include schools attended from years 9 to 12, any academic achievements along with test scores for the SAT and/or ACT.

Tennis Achievements

Include your accomplishments as an athlete and ensure you rank them in order of relevance; keep this to more recent achievements.

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

References

As in international recruit you need to provide your prospective coach with references. Three references are recommended. These could include your coach, school principal or personal reference. Make sure you include the references name, title, phone number and email address.

Finally make sure you follow up the coach with an email to confirm they have received your resume.