



Athlete
365

CAREER+

EMPLOYMENT

Shaping your future beyond sport



Sabine Hazboun OLY, Swimming, Palestine

ATHLETE365 CAREER+ HELPS YOU TRANSITION FROM SPORT TO A NEW CAREER

Ready for a career after sport? We can help you make the move from world-class competition to the workplace. No matter what your age, it's good to make plans. So let's get started.

"Rather than a stressful task, seeking a dual career and preparing for my future improved my overall experience. I needed the intellectual stimulation from study to stay motivated in the pool, just in the same way I use sport right now to enhance my cognitive function and boost my overall motivation. The Athlete365 community has helped me to discover many opportunities to develop my career after sport!"

Sabine Hazboun OLY, Swimming, Palestine



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- 1 Start investigating your favourite industry. Who hires and why? What training and education do you need?
- 2 Reach out to your contacts for advice and professional insights.
- 3 Read about how your skills as an athlete can be transferred into the workplace.
- 4 Build new skills and experiences, even while your sporting career is in full swing.
- 5 Make a list of goals that will help you land that job.
- 6 Create a professional curriculum vitae (CV) – a snapshot of who you are, what you've done and where you want to go.
- 7 Research the best CVs and prepare yours with the help of people in your network.
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1. INTRODUCTION

It's never too early to prepare for the transition from world-class competition to the workplace. In this Employment pillar, we'll help you identify where your interests and skills lie beyond your sport so you can make sense of the potential opportunities for jobs, internships and training placements.

Taking the first step into the labour market and launching a career can be a daunting process and one that takes a lot of planning, preparation and work. Many factors can impact your ability to obtain a job like slow economic growth and high levels of unemployment or competition.

Plus, as an elite athlete you'll have less time to spend preparing for a career due to your training and competition commitments. So that's why getting started early on will significantly increase your chances for a positive transition.

We'll start by discovering who you are, where your passions lie and what you're interested in. This way, you can figure out which career path to take, both in sport and beyond. Then we'll cover long-term career interests, what tools, skills and support you will need, and what career options are available.

Another useful resource is the free, online IOC education platform, the [Athlete365 Learning](#).

"From the beginning, every athlete knows at the back of their mind that their athletic career will not last forever. It doesn't matter how good you are; one day you will no longer be good enough. Being an athlete is fantastic, but most of us end up retiring at a very young age. Sometimes this decision is made far earlier than we want due to unforeseen injuries or accidents."

Barbara Kendall OLY,
Olympic Champion – Windsurfing,
and five time Olympian.



2. DISCOVER WHO YOU ARE

Do you know what the next step is after your sporting career? In this section, we'll help you explore what interests and motivates you. Then we'll review the attitude and skills you've gained as an athlete to see how these can transfer into the workplace. That way, you can develop a picture of where you are now, and where you could be in the future.

"When we – athletes – discover who we are beyond being athletes, we feel more secure about what our future may hold, it makes us much better athletes, much better people, and more confident.

Then, we can really dedicate ourselves to sport and we'll be winning on the sports field and winning in life as well".

Barbara Kendall OLY,
Olympic Champion – Windsurfing,
and five time Olympian.

Further resources and help

- Talk to your NOC or institute of sport for advice.
- Contact your school or university career advisor.
- Contact your local unemployment office.
- Check out the free, online [Athlete365 Learning](#).

How to review your key interests and motivation


As an elite athlete your key priority is always on your sports development and performance. But when you retire, you might find yourself behind everyone else when it comes to your career after sport.

That's why the earlier you start to think about your eventual retirement from sport, and devote time to your second career, the better prepared you'll be.

The first thing to consider is what you want to do. As an elite athlete people may expect you want to stay in the sports industry. This may be the case, but there are many options available too. Through identifying your passions, motivations and interests, you can start to plan for a future that integrates a career in sport, and an alternative long-term option that utilises your skills away from the field.

What are you interested in?

To find a job that suits you look within yourself and search for the things that you like, beyond sport.



Try the quick, printable Career Interests & Motivation Quick Quiz to get started.

If you're stuck for ideas and still not sure what you want to do, there are a number of career suitability tests available online that can help you decide what your interests are. Try search terms like "career and interest test", "personality test" and "career aptitude test" or try our test '[Sport Up Your Life](#)'.

You should also consult a career counsellor at your school or local unemployment office.

Find out more

Now that you've thought about your interests, map out the skills, qualifications, knowledge and experience you might need for this career. There are many things you can do to research the career you're interested in.

Get to know your chosen career

What is involved?

Look for job ads in the career of your choice. Review different levels of the role from entry level to senior positions. Make a note of what skills, experience and education are required.

Who hires and why?

Research companies that hire people for this career. If you have any contacts in these companies, or in this career, ask if they have time to meet with you to discuss what skills and experience you need.

Can I give it a try?

Ask if you can spend a day shadowing someone in the position to find out what they do on a daily basis. If you don't have any contacts in this area, ask your network if they know anyone who could help you.

What does it take to succeed?

Make a list of what you need to succeed in this career and review it to see if you're still interested in this career path.

What is my plan?

When you're clear about what you want to do, and what you need to do to get there, add these requirements to your goals and start working towards achieving them.

Do I have contacts who can help?

Build a team who can support you outside of sport, a network that you feel comfortable speaking with on employment options, challenges and strategies for success.

How to transfer attitudes and skills to the workplace

As a top athlete, people will always view you as dedicated and motivated. They already assume you can perform well under pressure and are naturally very driven. While technical skills and abilities are important, potential employers will arguably be more interested in your personality and character – which you have plenty of.


So when you start a new career, all of these great attributes will help. But what other qualities might you possess? Take the time to build your portfolio of skills and experiences during your sporting career, to make sure you're best prepared for a challenging and fulfilling next step ahead.

First impressions count

People always remember the impression you create in the first few minutes of meeting them – whether in an interview, at an event, or even when a fan meets you on the street. Make your first impression count by always trying to seem interested in what they have to say. Develop empathy with them by listening actively before answering and respond to their questions in a way that resonates with them.

When looking for work, both your CV and the interview will create a lasting impression. A straightforward, business language will sound professional. Athletes generally have a number of traits and skills that are highly sought after in the job market.

However, many have trouble translating who they are and what they do into language that business people are familiar with.



To help you translate your attitude, traits and skills into business terms, you can use the printable worksheet [Translating athlete skills into business language](#).

This worksheet will help you understand what it is that you do now and how you can translate this into language that a potential employer will understand. You can also use this sheet to assess what skills you have now and what skills you may still need to develop.

For more help on interviews, see '[How to prepare for interviews](#)'.

3. PREPARING FOR THE TRANSITION

It's rare to land your dream job immediately. So it's good to make a plan and realistically assess your opportunities. This will put you in the best position to capitalise on what's ahead. In this section, we'll explore how to build a network of team mates outside of sport who you can call on for support and guidance in your new career path.

How to prepare for the eventual transition

On the field, you make the decision. You run the race. And you have a team around you to support your efforts. So who is your team when you decide to retire from competition?

For a successful transition into the workplace, there are some key aspects you should know.

- Do I know what career I want to pursue and can I speak intelligently about this field?
- Do I have a game plan that will increase my odds of entering the labour market in this field?
- Have I created a team and network that will help me access this industry?
- Do I have the right tools to gain access such as a CV and interviewing skills?

"Many athletes find difficult to transition from their sport career to the workplace. Athlete365 Career+ empowers athletes and help them identify their strengths, their weaknesses and traits so they can be better athletes on and off the pitch."

Humphrey Kayangue OLY, Rugby, Kenya.
IOC Athletes' Commission.



While there are common themes to a job search, there are also local standards and practices that are unique to each country and region. The following tips are general and aim to strengthen your transition opportunities. However ask people in your local network for more specific guidelines.

Understand yourself

Develop an understanding of yourself and a direction of where you want to go. It's ok to be vague early on, you can refine your objectives as you go. This will provide the basis for positive conversations as you build your team.

For more information, see [Discover who you are](#).

Set objectives

Set an objective to speak to a certain number of new people each month who can help you refine your goals and narrow your objective.

For more information, check out the [Life Skills workbook](#).

Listen

When you speak to people, ask questions and listen more than you speak. Talking about your performance will make you feel good, but how much will you learn in the conversation? You want to gain experience, through other people so listen actively to learn from their experience.

Network

Speak to a wide range of people; you never know who will be a valued member of your team. A diverse team will provide greater feedback and support. A good contact made now could be worth nine after you retire.

For more information, check out the [Life Skills workbook](#).

Keep in touch

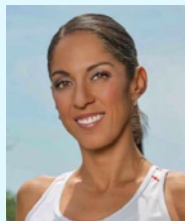
Stay in touch with your contacts. If you write eight emails a month (one or two hours a month) you can keep all of your contacts up-to-date on what you are doing. Then, as you refine your objectives and need some help, advice, or other contacts, you will have many people on your team who know and support you. Apart from email, social networking tools can be helpful in keeping in contact with your network.

4. PREPARING FOR THE WORKPLACE

A big step towards your dream job is crafting your curriculum vitae (CV) or resume. Whether you're planning for a career post-sport, or seeking funding or sponsorship, a professional CV is a must-have.

"The Athlete365 Career+ workshops and resources have helped me realise that in addition to being an athlete, sport provides us with skills, values and the power to make an impact in our community and the society. It is our duty to use our super powers to give back and do great things beyond sport."

Gabriela Traña OLY, Athletics, Costa Rica.



There are some common characteristics athletes may want to consider when drafting a professional CV, as many athletes' backgrounds are different from others. One area to consider, is that other candidates may have more work experience than you. However, this is just a matter of perspective. You need to look at what makes you special on the field of play and how this will be a useful strength in the job market. These skills and attributes can be transferred to the workplace.

Here are some tips to consider when developing your CV. Remember, if you're writing a CV specifically for sponsors and funding, then you should tailor your basic CV to suit that audience.

Accomplishments

What have you done and what can you do? Include accomplishments that will support your career objective. Some people may not recognise how your accomplishments on the field of play translate to a business environment. Think about a few of your top accomplishments and include them under the Achievements section of your CV, for example: National Team Athlete (2010 – present). Then, think about what it took to be successful and include these things in the skills section of your CV, for example: perseverance, drive, positive attitude.

For more help with translating your skills as an athlete to match professional skills sought by employers, see [How to transfer attitudes and skills to the workplace](#) section.

How to write a professional CV

When you apply for jobs, it's crucial that you have a well-written CV. Simply put, a CV is a snapshot of who you are, what you've done, and where you want to go.

The typical CV structure is quite different around the world. So we'll provide you with general guidelines. You should ask a local contact to help you write a CV specific to your area.

Be clear and concise

Include important information, including who you are, and where you went to school, but do not tell your life story. Your CV should reflect your value now and in the future, and rarely exceeds one or two pages.

Consistency

Be consistent from the beginning to the end of your CV. Check format, punctuation, spelling and line spacing to ensure that you are consistent throughout.

Cover letter

A cover letter is often the most important part of your application. A persuasive cover letter will increase the chance of your CV being read. State which job you're applying for and where you saw the job advertisement. Or if you're just contacting a company in case a position becomes available in the future, explain why you are sending your CV to them. Include information on why you're the right person for the role.

Highlight relevant skills or experience from your CV to show that you're a good fit for the role. Be sure you read the job posting carefully and be enthusiastic!

Structure your cover letter in a logical sequence and take time to review it.

Be concise and include relevant information. In general, 10–12 lines are enough. Don't bore recruiters before they read your CV. Double-check it – spelling and grammar mistakes really don't make a good impression.

Look for tips on how to write a winning cover letter, making sure to customise it to your country, type of job and organisation.

Feedback

You are coached by experts; therefore you know how to accept feedback on what you require to win. Do the same in the development of your CV. Share drafts with people who are experienced in your chosen career direction, and ask for honest and direct feedback. Choose people who will help you achieve your desired goals in business, just as you have in sport.

Quality


You will be judged on the quality of your CV, so make sure there are no errors. Proofread your final CV and have others proofread it and listen to their feedback.

Use what you have

Add some photos of you in action in your sport so that employers see what you have done. This is especially important for a CV prepared for sponsors as they will be able to see the crowd and feel the excitement of the event.

Take time

A good CV will take weeks or months to prepare. Don't rush your cover letter, as this is the first thing a potential employer will read. Take the time to research good CVs and cover letters, prepare your drafts and then revise them a number of times with the help of various people in your network. Once your CV is developed, review and update it at least every year.



See the printable worksheets
Example Athlete CV – For athletes with no – or less – work experience
 and **For athletes with more work experience.**

How to prepare for interviews

In training you can reflect on your performance and change and improve it; if you make a mistake you can do it again. However, when you're in a competition, what you do is final and cannot be done again. The same is true for an interview. When you're in the interview, you must be fully focussed. You should train for an interview and anticipate what will be asked, just as you prepare for your competition on the field of play.

Next up, we have a few things to consider when preparing for an interview. You can also check out.

Before the interview:

- Research the industry, the company, the interviewer and even the competition.
- Develop a list of questions to help you evaluate if you want the job, or write a list of positives and negatives to ensure that the positives outweigh the possible downsides.
- Develop a list of your athletic and other accomplishments and how they relate to the job. People like to know that you get things done and how this can benefit them. As an athlete, you may have to translate your accomplishments into something that the business world understands. See [How to transfer attitudes and skills to the workplace](#) section and the associated printable worksheet [Translating athlete skills into business language](#).

- Practise answering questions related to your behaviour, use the printable worksheet [Practising Behavioural Interview Questions](#). You can also use the terminology from the printable worksheet [Career Transitions](#) to help you phrase your attitude and skills in a way that resonates with employers.
- Know your CV, as the person who interviews you will base the interview on this.

During the interview:

- Relax as much as you can.
- Listen carefully to what is asked and look for opportunities that you can take advantage of to show that you are the right person for the job.
- Include accomplishments in your responses that support what is needed.
- Be aware of non-verbal cues by the interviewer and yourself (e.g. clothing, grooming, posture, interest, smiling, eye contact, etc.).

What you say is only part of the interview:

- Ask questions about the role, to uncover as much information as possible about the position before going into detail about your background so you can present value to the interviewer.
- Always respond in a positive tone and do not speak of previous employers in a negative tone.
- Ask questions; make sure you know about the company and the job.

After the interview:

- Summarise key points and assess how you think you did and why.
- Ask for feedback if you have the opportunity.
- Ask what the next steps are.
- Arrange for a specific date and time for your next contact with them, if appropriate.
- Send follow-up letters/emails immediately.

What different job types are available?

All athletes will retire, and most take on a second career after retirement. The type of work experience you have gained prior to retirement will improve your chances of achieving your "non-sporting" life goals.

There are hundreds of industries and job types for you to consider. Below are examples of some types of job structures that are available in the workplace:

Full-time job

Most time-consuming and typically the highest salary.

Part-time job

More flexible, lower salary.

Internship

Typically for a set period of time, usually seasonal and used for the exposure you can gain to a career or job type.

Trainee/apprentice

Lower pay, usually limited, but offering the ability to learn a new trade or skill.

Shadowing

An unpaid opportunity to shadow an employee in a company to learn about a job. Not standard and usually for a very short period of time e.g. one day – one week.

When evaluating what career you want to pursue, know what objective you want to achieve by working. Understanding your objectives early on in your career is important.

- Do you need to optimise cash flow to support your training? Then you might need to accept a job that is not your first choice.
- Are you starting over as a thirty year old? Then you may need to consider taking a job that may not be prestigious, yet pays the bills or starts you on a path that will help you to achieve your ultimate goals.

Work experience of many kinds can help you to be more successful in the long term, and fitting it into what you can handle whilst still training will make the experience more rewarding.

What do I want to do?

There are thousands of possible jobs and careers. Understanding what drives you, what interests you and what you are good at will help you discover which career is right for you.

Further research and help

- Talk to your NOC or Institute of Sport for advice.

5. WORKSHEETS

CAREER INTERESTS & MOTIVATION QUICK QUIZ

It's important to understand what interests you and how to find a job that matches them. To do this, think about the things outside of sport that you're passionate about, and how you can translate that into a career. The following Interests & Motivation quiz will help you to start thinking about what your interests are.

Consider each of the areas in turn and write down your answers. You should do this once and then put it aside and come back to it to review it.

1. Current skills

List your current skills and qualifications. It will help to think about transferable skills from sport, voluntary or paid jobs you've held, natural talents, etc.

2. Current interests

Think about subjects you like, other people's jobs that sound interesting, and industries you'd like to know more about. There are numerous career development websites that can help you gather information.

3. My 'Wish List' for the perfect job

Think about the type of conditions, with whom, responsibility, salary, etc. Your school or university career adviser may be able to assist you. Also, job guides are available on the internet which help to outline the requirements of each job.

4. Current network

Think about who you could talk to who works in areas that are of interest to you.

5. Resources

Think about resources you can use to give you more information about career options. Remember there are numerous resources and ways to discover assistance in this process, such as the internet, career advisers, family and friends.

6. Decisions

This is sometimes a difficult part of your career planning. A good way to start is with “what you would like to do”, followed by identifying what barriers could stop you achieving your career goals.

What you would like to do:

Possible barriers:

Goals to overcome possible barriers:

7. Career Planning Summary

The areas I am most interested in are:

Therefore, what skills/qualifications/knowledge/experience do I need to gain?
(See the following [Career Interests Checklist](#) for more guidance.)

CAREER INTERESTS CHECKLIST

Research

- Look for job ads in the career of your choice. Review different levels of the role from entry level to senior positions. Make a note of what skills, experience and education are required.
- Research companies that hire people for this career. If you have any contacts in these companies, or in this career, ask if they have time to meet you for coffee to discuss what skills and experience you need. Ask if you can spend a day shadowing someone in the position to find out what they do on a daily basis.
- If you don't have any contacts in this area, ask your network if they have any contacts who could help you. Need help with networking? See the Life Skills PDF – How to network effectively.

Set your educational goals

- Make a list of what you need to succeed in this career and review to see if you are still sure about this career path.

Skills: _____

Education: _____

Experience: _____

- When you're clear about what you want to do and what you need to do to get there, add these requirements to your goals and start working towards achieving them. See our Life Skills PDF – How to network effectively.
- Visit our [online resources and exercises](#).

TRANSLATING ATHLETE SKILLS INTO BUSINESS LANGUAGE

Athletes generally have some of the traits and skills that are highly sought after in the job market. However, many can have trouble translating who they are and what they do into language that business people are familiar with. This worksheet is designed to assist you to understand what it is that you do now and how you can translate this into language that a potential employer will understand.

Attitude: what makes you successful as an athlete?

Take a few moments to think about who you are as an athlete. When you understand what makes you tick, and how you work best, it will help you to also understand what will make you a great employee. These traits are your attitude.

Athlete wording	Business wording
I make sure everything is perfect before an event	I am detail-oriented
I never give up even in the face of failure	I am persistent and resilient
I always do all the hard training	I am self-disciplined
I prepare for my events meticulously	I have strong preparation and planning skills
I seek and listen to feedback on my performance	I seek and listen to feedback on my performance
I help my team members when they have a problem	I am a team player
I can always find a way	I am resourceful
I study and assess the competition	I do competitive analysis

Athlete wording	Business wording
I am ambitious	I am ambitious
I stay focused on what I need to do to achieve my objectives	I am committed to achieving my goals
I help new athletes to settle into the team/city/school	I am a mentor
I will go the extra mile to ensure that I am happy with what I am doing	I have pride in my work

Skills: what business skills do you already have?

Attitude is an important aspect for employers but you also have a number of skills as an athlete that can transfer very well to the workplace. The following table will assist you to understand what skills you currently have and where you can develop new skills that will be appreciated as business skills.

Athlete wording	Business wording
I stay calm under the pressure of high-level events	I work well under pressure
I am respectful of my coaches, team and peers and raise issues with them in an appropriate way	I am respectful and diplomatic
I am competitive	I am competitive
I attend many events and talk to children about being an athlete	I am a role model
I organise the team to ensure that we do what we need to do to be successful	I am a leader
I never miss a session	I am reliable

Athlete wording	Business wording
I make and collect contacts from all the events and functions I attend	Networking
I have run a campaign to raise money to send me/ the team to competitions and to continue to train	Fundraising
I plan my day, my week, my month and my year, always with an eye on my goals, so I can decide what is most important on a daily basis	Time management and prioritisation
I captained the team/I was assistant coach/ I ran a training camp for juniors	Team leadership
I have travelled to many different countries and always learn something new	International awareness
I love meeting new people and am always interested in learning about what they are doing	People skills
I have a very good understanding of strengths and weaknesses and know how to use my strengths to my advantage	Self awareness
I analyse all my competitions and competitors, I collect their data and assess where their strengths and weaknesses are	Competitor analysis
I write in my blog on a weekly basis and prepare a lot of funding documents and sponsorship proposals	Time management and writing/content creation

Athlete wording	Business wording
I often explain what I do to children and people not involved in my sport in a way that they can understand what it is I do – I see myself as a spokesperson for my sport	Team leadership
I talk to the local schools about what I do and how I became an athlete and speak at my sponsors events	People skills
I assess my own data and that of other athletes on a regular basis	Numeracy

After reviewing this sheet, mark with one colour the attitudes and skills that you currently have and use another colour to mark the attitude and skills that you could work on to improve. Transfer the list of attitudes and skills that you have into the notes to prepare your CV and transfer the notes on where you can improve into the notes on goal-setting.

PRACTISING BEHAVIOURAL INTERVIEW QUESTIONS

Athletes generally have some of the traits and skills that are highly sought after in the job market. However, many athletes can have trouble translating who they are and what they do into language that business people are familiar with. This worksheet is designed to assist you to understand what it is that you do now and how you can translate this into language that a potential employer will understand.

To make sure you're well prepared for an interview you should practise answering behaviour-based interview questions. They generally start with phrases such as:

- Tell me about a time...
- Describe a situation in which...
- Recall an instance when...
- Give me an example of...

Some of the common topics covered are:

- Working effectively under pressure.
- Handling a difficult situation with a co-worker.
- Solving a problem.
- Thinking creatively.
- Persuading team members.
- Writing a report or proposal.
- Anticipating potential problems and developing preventive measures.
- Making a quick decision during the absence of a supervisor.
- Making an unpopular decision.
- Adapting to a difficult situation.
- Being tolerant of a different opinion.
- Surmounting a major obstacle.
- Prioritising the elements of a complicated project.

Skills: what business skills do you already have?

When creating your answer try to maintain the following formula: In less than 90 seconds (the average attention span) state the specific skill or ability and give an example of it by explaining the what, who, when, where, why and how. Finish with what the successful outcome was.

Try it yourself

Take one of the questions above and complete the grid below with your draft answer:

What the scenario was:	
Who was involved (without names e.g. my supervisor/colleague):	
When it took place:	
Where it was:	
Why it occurred:	
How it was resolved:	
What the successful outcome was:	

Where possible draft your answers using language that the audience (potential boss) will relate to. See also [How to transfer attitudes and skills to the workplace](#) topic and worksheet.

EXAMPLE ATHLETE CV

Template for athletes with more work experience.

Jane Doe

Location
555-555-1234

your.name@gmail.com
LinkedIn Custom URL

OPERATIONS LEADER

Accomplished Manager and Operations Lead with the ability to solve complex problems while increasing efficiency and sales revenue. Skilled in using analytics and critical thinking to facilitate continuous improvement and team success. Olympic athlete with extensive leadership and team background; excellent writing and public speaking skills. Experienced in writing and managing successful contract proposals.

KEY SKILLS

Operation Management | Cross-Functional Collaboration | Leadership | Contract Proposals | Analysis
Public Speaking | Lean Methodology | Performance Management | Process Improvement

PROFESSIONAL EXPERIENCE

DiDi Chuxing, Beijing, China **March 2020 - Present**
Operations Lead
 Manage 15+ person team in Didi's Driver Service vertical, including hiring, developing, and engaging talent.

- Successfully doubled operating hours and staff size in first 30 days. Consistently set and exceed increasing targets for core metrics and KPI's.
- Using Lean methodology, lead Local Driver Advisory Councils in 46 markets to authentically scale community engagement among local drivers and to collect feedback directly from the gamba.
- Design and manage internal tool to escalate feedback from all field teams to HQ Product, Customer Experience, and Driver Experience teams to influence global roadmaps.
- Lead driver marketing to provide increased engagement and value to Didi's Drivers, including partnerships with organizations that are scaling internationally.
- Built and executed logistics strategy to deploy drivers, creating successful data-driven local initiatives influencing driver behavior which were adopted and scaled internationally, leading to 30% increased global utilization.

SMITH AND SMITH COACHING, Newport, RI **December 2018 - February 2020**
Executive Coach
 Coached executives, sales professionals, and managers 1:1 to improve peak performance.

- Integrated advanced knowledge of psychological principles with personal experience. Consistently performed under pressure to elicit client's successes.
- Achieved 100% client satisfaction rate, as per blind feedback surveys with clients including LinkedIn, DiDi, and Opargo.

YOUTH SAILING ASSOCIATION, Newport, RI **June 2012 - June 2018**
Executive Director
 Built and executed program strategy. Budgeted and managed operations with total annual revenue of \$1.25 million.

- Orchestrated multi-class schedule, involving 200 days/year racing and training per athlete, and an average of 10 competitions/year domestic and international.
- Liaised with all key stakeholders, building support and addressing any concerns by communicating often and involving stakeholders in development plans.
- Increased number of top 10 finishes by 5x, leading all team members to qualify for National Youth and World Championships 2015-2017. Won Youth Worlds Gold Medal in Dec 2017.

Jane Doe your.name@gmail.com Page 2

US OLYMPIC AND PARALYMPIC COMMITTEE **May 2006 – July 2013**
Olympic Team USA Athlete, Sailing, Colorado Springs, CO
 Represented Team USA in domestic and international sailing competitions. Olympic silver medalist.

- Competed at 2012 London Olympic Games, ranked #6 in the world; finished 2nd of 35 boats at 2012 Olympics gaining the silver medal.
- Coordinated fundraising events and individual donations to sustain \$100k annual budget. Managed 501c(3) foundation to support women in Olympic Sailing.
- Analyzed individual performance metrics and created data-driven custom training plans to identify key areas for individual development.
- Developed marketing strategy, including web design management, social media campaigns, and content creation to increase fan engagement and sponsor commitment.
- Managed global shipping and logistics for equipment and team travel.

EDUCATION

Bachelor of Arts, Economics – University, City, ST
 Dartmouth Tuck School of Business, Executive Education Certificate: Next Step to Business
 Certified Lean Practitioner

TECHNICAL SKILLS

Microsoft Office, Microsoft Excel, Tableau, Argus Enterprise, SQL, Salesforce, Lean Methodology, CRM

EXAMPLE ATHLETE CV

Template for athletes with no – or less – work experience.

Jane Doe

Location: 555-555-1234 | your.name@gmail.com | LinkedIn Custom URL

SUMMARY STATEMENT
Insert a brief summary (4-6 lines) of the “professional you”, framed in a way that relates to where you are going. Use Key words from the job description when possible. What are your strengths? What value are you bringing to an employer for this specific job?

KEY SKILLS
(5-10 key skills applicable to the targeted job. Use your athlete transferrable skills.)
 Cross-Functional Collaboration | Communication | Analytical Thinking | Public Speaking | Performance Management | Process Improvement | Customer Satisfaction

EXPERIENCE

UNIVERSITY OF xxxxxxxxxxxx City, State **August 2017 - Present**
Division I Athletics Student-Athlete
Job Scope: Provide a 1-2 sentence “job overview”. i.e: Commit approximately 30 hours per week to training, competitive analysis, travel and competing while simultaneously maintaining full course load.
Include bulleted action and results driven Accomplishment Statements from your SOAR stories: i.e:

- Currently training with national team for Paris 2024 Paralympic Games. Bronze medalist Parapan American Games 2018.
- Assist in facilitating orientation for student-athletes including leading team building and leadership activities.
- Serve on the NCAA Athlete Advisory Council representing athlete concerns and advocating for athlete rights.
- Plan e-mail, social media, and web marketing campaigns to establish personal brand and engage fans and sponsors by executing, analyzing, and refining campaigns across all digital media.

COMPANY, City, State **March 2017 - June 2019**
Retail Sales Representative
 Served over 60 customers a day while providing recommendations for optimal health and nutrition.

- Provided excellent customer service with a 96% customer satisfaction rating, ensuring repeat business.
- Stocked, replenished, and organized inventory with accuracy and efficiency.
- Achieved 130% of sales goals for six consecutive months while creating sales leads for new markets increasing product reach.
- Installed hardware for various point of sale systems including maintaining and updating software for proper functionality.

COMPANY, City, State **January 2016 - December 2018**
Volunteer Assistant Coach
 Coached youth in the fundamentals of track and field.

- Designed and executed conditioning programs to enable players to reach maximum performance.
- Ensured the safety of athletes while fostering a fun team environment.

EDUCATION
Bachelor of Arts, Economics – University, City, ST
 Relevant coursework: Statistics, Econometrics, Corporate Finance, Digital Marketing

TECHNICAL SKILLS
 Microsoft Office, Microsoft Excel, Tableau, Argus Enterprise, SQL, Salesforce, CRM

MOTIVATION LETTER

Jane Doe
 Lausanne
 +2 506 2345678
 Joesmith@olympian

10 January 2022

Lucy Williams
 Sports Fun
 58 Brightside Road
 Geneva
 Lucy.williams@sportsfun

Dear Lucy,

Serving as both an athletic student-athlete mentor and as a mentee in the Women’s Sports Association Class of 2022, I have experienced firsthand the life-changing power of mentorship. As a NCAA Division 1 swimmer transitioning to my next professional endeavor, I am submitting my CV to apply to the Athlete Mentor Manager role with Innovation Learning. Through my vast athletic networks, I would add immediate value by recruiting highly qualified athlete mentors into Innovation Learning, while providing the leadership needed to secure and publicize positive outcomes within the program.

During my career as Division I swimmer, I have worked in the areas of mentorship, marketing, program development, and communications, highlighted by these examples:

- Served as a mentor to collegiate student-athletes. Organized leadership building activities and assisted with personal development plans to ensure successful outcomes.
- Recruited athletes for participation in various programs including volunteering for non-profit initiatives, applying for grants, and educational opportunities.
- Played a critical role in Dolphin Swim Club’s multi-channel PR communications and company announcements by drafting, developing and posting/publishing content. Increased overall social media engagement by 15%.
- Wrote and published The Knights Corner, monthly university newsletter, increased readership by 23% over 12 months.

My strong customer and stakeholder relationship building skills and experience with digital marketing will help contribute to providing educators and students with the very best resources to improve mental health, wellness, and academic achievement while ensuring mentors have a fulfilling mentorship experience. I look forward to the opportunity to further discuss my qualifications and potential fit with the Innovations Learning team. I can be reached at (000) 123-1234. Thank you for your time and consideration.

Sincerely,
 Jane Doe

*Ideally keep the content on one page.



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