

Gwynedd-Mercy College

CAREER SERVICES

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Career Playbook

A Career Guide for GMC Student-Athletes



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Introduction

After countless hours of practices, meetings, games and events, you have worked hard to refine your skills and performance for a particular sport. Did you know that many of the skills you developed as a student-athlete are highly sought-after by employers? Employers look for candidates with skills in time management, teamwork, leadership, etc.

The skills and knowledge you have acquired while being an athlete have prepared you for the workforce in ways that you may not realize. Are you dedicated? Check. Are you hard working? Check. Have you been a member of a team? Check. Have your worked under pressure? Check. Now it is time to market those qualities and skills to potential employers.

This guidebook is designed to help you identify your skills acquired from your experiences as a student-athlete. After reviewing the handbook, the hope is that you will be able to use the transferable skills you have developed as an athlete, and apply them to job searching, resume writing and interviewing.

The staff at Career Services is available to assist you. We help students build strong resumes, learn creative job searching techniques, perform well at interviews, and much more. We can also help you explore possible career options if you are unsure what path to take after graduation. If you have any questions or would like to set up an appointment, you can contact us through e-mail or by phone.

Career Services:

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Transferrable Skills

What are transferrable skills?

They are skills you have acquired during any activity in your life - jobs, classes, projects, parenting, hobbies, sports, virtually anything - that are transferable and applicable to what you want to do in your career.

There are numerous transferrable skills that employers look for in candidates. Many student athletes develop these skills without even realizing it. Take a look at the list of characteristics below (the most common that employers look for) and start to brainstorm which traits you possess.

Characteristics Employers Look For

Analytical: The ability to assess a situation, idea, task, and examine options and possible outcomes. The ability to identify key issues and gather more information if needed.

Communication skills: The ability to write and speak effectively. This may include giving oral presentations.

Dependability: Employers want to know that the person they are hiring is reliable, responsible and accountable for his or her own actions.

Flexibility/Adaptability: The ability to multi-task and switch between various projects when needed. Can learn new skills and adapt to changes in the job and work environment.

Leadership skills: The ability to motivate and supervise others. Lead by setting a positive example.

Problem-solving skills: The ability to come up with creative and effective solutions to problems. Willingness to persist until the situation is resolved properly.

Professionalism: Mature, conscientious, and responsible. Acts and speaks appropriately in the work place.

Self-confidence: Belief in oneself (capabilities, potential, previous successes).

Self-motivated: The ability to complete tasks without supervision. Independent with the ability to stay on task throughout the day. Take initiative and create new ideas.

Strong work ethic: Commitment to seeing a project through to completion. Willingness to tackle challenging problems.

Teamwork skills: The ability to effectively collaborate and work together with others to achieve goals. Give and receives support to others.

Identifying Your Skills

Now that you know some of the most common transferrable skills employers look for, it's time to think of examples of when you have used them. From the list below, highlight the skills that you think most apply to your personal experiences as a student-athlete, and then list an example of when you have used the skill.

Analytical:

Communication skills:

Dependability:

Flexibility/Adaptability:

Leadership skills:

Problem-solving skills:

Professionalism:

Self-confidence:

Self-motivated:

Strong work ethic:

Teamwork skills:

Marketing Your Skills: sample resume

It is critical that you be able to identify those transferable skills and then market them on paper in the form of a resume. Student-athletes can graduate with great resumes if they put in the time and effort to gain experience on and off the field/court and know how to write a stand-out resume. The skills don't do them any good if they can't communicate them to a potential employer. Review the example resume on the next page and notice how this student communicated his skills throughout his resume, particularly in his internship, profile and leadership experience.

GWYNEDD GRIFFIN

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PROFILE

Highly creative individual with extensive leadership experience seeking a position in the field of public relations or marketing. Strengths include:

- Student athlete who devoted an average of 30 hours per week to training, practices, meetings, travel and game competition while also excelling in the classroom
- Self-motivated, energetic, able to take on new challenges
- Dynamic leader who communicates well in team environments and excels at multi-tasking
- Strong computer skills including using Microsoft Office and QuickBooks

EDUCATION

Gwynedd-Mercy College (GMC)	Gwynedd Valley, PA
Bachelor of Science in Business Administration	Graduate: May 2010
Concentration: Marketing	GPA 3.68

WORK EXPERIENCE

Davidson and Jones Public Relations	Philadelphia, PA
Public Relations Intern	Summer 2010

- Wrote press releases on different client's news, events, and achievements
- Accurately and efficiently performed data entry and analysis and researched media clips

Abercrombie & Fitch	Lansdale, PA
Sales Associate	Aug. 2008-Dec. 2009

- Provided excellent customer service at a busy store in the Montgomery Mall
- Took the initiative to come up with ideas to improve the look of the store including changing the layout

LEADERSHIP EXPERIENCE

GMC Baseball Team	Gwynedd Valley, PA
Captain/Pitcher	2007-Present

- Selected as 1 of 2 captains and provide leadership to a team with more than 40 members
- Participated in raising over \$8,000 for a local cancer society by assisting with several fundraisers
- Gained valuable leadership skills such as communication and problem solving

GMC Student Athletic Advisory Committee	Gwynedd Valley, PA
Member	2008-Present

- Selected as 1 of 2 players to represent the baseball team on the committee
- Attend meetings to discuss relevant student athletic issues such as preferred scheduling and meal money

GMC Student Activities Committee	Gwynedd Valley, PA
Director of Event Planning and Publicity	2009-Present

- Head of committee that plans dances, bingos, trivia nights, and other events on campus
- Utilize marketing knowledge and skills to publicize events, including designing posters and digital flyers

HONORS/AWARDS

- Earned 2nd Team All-Conference Pitcher and three consecutive selections to the All-Academic Team
- Team Captain from 2008-Present
- Received Conference Sportsmanship Award

Interviewing

Once you have identified your top transferrable skills you need to know how to communicate your experiences in person. An interview with an employer will give you an opportunity to do this. Be sure to practice the interview ahead of time. Interviews are vital in determining whether you get the job or not. It is important how you present yourself and express what you can offer the employer. You can make an appointment with a staff member from Career Services for a mock interview.

Sample Interviewing Questions and Answers

Tell me about yourself

A common opener, this is an invitation to “sell yourself.” Develop a brief summary of your background, then lead into your interest and desire to work for the organization, as well as your qualifications for the position. Give examples of your leadership experience you obtained from being a student-athlete.

Tell me about a time when you effectively juggled several different priorities at one time.

Being a member of the basketball team at Gwynedd-Mercy College demanded anywhere between 20 -30 hours per week of my time. In addition to being an active participant on the team during practices and games, we were also required to train on our own. I attended my classes and never missed a homework deadline even when the team was traveling. I managed to maintain a good GPA, and also performed on the team at a high level. *Review the STAR method in our interviewing packet for other ideas.*

What are some of your strengths?

I feel that athletics have really shaped me into the individual I am today. I am hard working, and as a result, was a starter on the soccer team all four years. I am a dedicated person, and demonstrated this several times by staying late after practice to work on my skills. Organization is needed a great deal when trying to juggle multiple priorities at one time, and I feel I have learned that organization and time-management is critical to success.

If an employer asks you about your strengths, chances are they will also ask about your weaknesses. Be prepared to provide evidence in the form of a real-life example to back up any claims you make about yourself. Refer to the interviewing guide on our website.

What can you bring to this company?

I am a team player. I work well under pressure and am a quick learner. I bring a hard-working attitude that will enable me to perform at a high level. I am very dependable and reliable. I have never missed a practice, game or class in college, so I am sure I can handle the requirements of this job.

The following are some additional questions for you to think about and be prepared for. They are common questions in interviews. Use your skills that you selected for yourself on previous pages of this handout to create the best answers you can.

- **How would someone else describe you?**
- **Tell me about your leadership experience.**
- **Why should we hire you?/Why do you believe you are the best candidate for this position?**
- **Do you have any questions for us?**

*The answer to this question is always YES. Make sure you have prepared intelligent questions for the person interviewing you. It makes you appear very interested in the company you are applying to, and that you have done your research. For a more detailed interview guide, please visit our website: www.gmc.edu/careerservices