Career Game Plan

Extracurricular Activities Analysis

Make a thorough list of your participation in co-curricular activities. This should be a “living” list. Add activities to your list as you participate in out of class activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Experience Gained</th>
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<tbody>
<tr>
<td>Example: Team Sport</td>
<td>Example: Learned the value of teamwork and time management</td>
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<tr>
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<td>Gained leadership skills as team captain</td>
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Personal Exercise

1. Check the box beside each Trait of an Athlete that is strongly descriptive of you
   - Leadership
   - Communication skills
   - Not afraid of change
   - Ability to overcome adversity
   - Goal and Results oriented
   - Well rounded
   - People skills
   - Discipline
   - Strong work ethic
   - Coachable and willing to learn
   - Strong Character
   - Team oriented
   - Commitment
   - Focused
   - Competitive nature
   - Understand value of team work
   - Handles pressure well
   - Always striving to improve
   - Knows how to plan/prepare and execute a game plan
   - Aggressive
   - Understands time management (practice, travel, games, etc.)
   - Mentally tough
   - High energy level
   - Self-motivated
   - Able to handle multiple tasks
   - Can make decisions under pressure
   - Handles constructive criticism
   - Confident
   - Understands accountability
   - Seeks and loves a challenge; thrives off challenge

2. List five characteristics from above that are your greatest traits / strengths / attributes
   i. 
   ii. 
   iii. 
   iv. 
   v.
3. Using the Traits of an Athlete as a reminder, analyze your own. This exercise will help you realize the extent to which you actually utilize strong personal traits, strengths and attributes in your daily activities and will prepare you to make a strong impression during job interviews.

**Example:**

<table>
<thead>
<tr>
<th>Traits Strengths Attributes</th>
<th>Example</th>
<th>How Relates to Position</th>
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<tbody>
<tr>
<td>Time Management</td>
<td>30 hours a week in my sport; 3 hours a night to get everything done; have to prioritize requirements and juggle multiple tasks to get it all done</td>
<td>When businesses reorganize or downsize or cut budgets, employees have to do their work “and then some”. Companies like to have employees who can handle multiple tasks and manage time effectively.</td>
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**Give it a try…**

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4. Turn these traits into position descriptions to use on your resume. Remember to lead with an action verb.

**Example:**
- Prioritized coursework and co-curricular activities in order to complete tasks in a timely manner

**Give it a try…**
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
EXAMPLE:

Hampden-Sydney College Department of Athletics  Hampden-Sydney, VA
Division III Student-Athlete, Varsity Basketball  Aug 2011-Present

- Efficiently managed time and executed leadership skills with the team in order to excel in practices and games
- Coachable, welcoming constructive criticism, seeking and appreciating all challenges
- High energy teammate on court, bringing motivation and enthusiasm to the team in order to execute game plan
- Dealt with adversity of losing and overcoming obstacles to succeed by winning 20+ games in a season