



# IOC ATHLETE CAREER PROGRAMME

## YOUR CV (RÉSUMÉ) IS A SNAPSHOT OF WHO YOU ARE AND CAN BE! DOES YOUR CV REPRESENT YOU WELL IN THE EYES OF OTHERS?

### What is the purpose of the following fact sheet?

A CV (résumé) is a snapshot of who you are; what you've done; and where you want to go. The structure of CVs differs around the world, and a structure that is typical in some regions and countries can be very different from structures in other countries or regions. There are, however, common attributes elite athletes that may want to consider when drafting their CV. What is typical for many athletes is that their backgrounds are different and the content of their résumé is different. However, as an athlete, do not take the easy perspective and look at what is missing: look also at what made you special on the field of play and assess its usefulness in the labour market.

It is important that you research local examples of CVs to determine the appropriate local structure. Reflect on your strengths and skills that made you successful in sport, and translate these into what is important to an employer on your CV. Recognise gaps in your CV that will keep you from recognising your goals and implement a plan to position yourself to launch your next career. Below are some tips to consider in developing the content of your CV.

- 1) You will be judged on the quality of your CV, so make sure there are no errors! Proofread your final CV and have other people proofread it for you and give you their opinion and feedback. Your friends, family and fellow athletes can provide excellent feedback for you to consider before you provide your CV to a third party/potential employer.
- 2) Be consistent from the beginning to the end of your CV.
- 3) Be clear and concise. You will want to include important information on who you are, while at the same time you do not want to share your life story. Make sure the résumé reflects the value of who you are and who you can be in the labour market.
- 4) Provide information on who you are as an athlete. Include how your skills and characteristics you used to become an elite athlete can translate from the field of play into the business world.
- 5) Accomplishments reflect what you have done and can do. Include accomplishments that will support your objective in your career. Some people may not recognise how your accomplishments on the field of play translate to business. Reflect on a few accomplishments and include them with the skills required to succeed.
- 6) Obtain feedback. Sometimes feedback can be hard to accept, but as an athlete that is one thing that has made you great on the field of play. You are coached by experts and you know how to accept what is needed for you 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. You want people who will help you achieve your desired goals in business just as you have in sport, and the earlier you obtain help the more success you can achieve.
- 7) If there are gaps in your résumé that will not allow you achieve your career, the earlier you know about these, the sooner you can fill the gaps or reset your career direction.



# IOC ATHLETE CAREER PROGRAMME

## AN INTERVIEW WILL SEPARATE CANDIDATES WHO OBTAIN A POSITION FROM THOSE WHO TRY FOR A POSITION, JUST LIKE THE FINALS IN SPORT. ARE YOU READY TO WIN?

### What is the purpose of the following fact sheet?

When you are in an interview, you are on a “stage”; you are in the race and everything counts for the outcome. Like in sport, when you are 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 are in competition during the race, what you do is final and cannot be done again. The same is true for an interview.

When you are in the interview, you are in competition for a job and your game must be on. You will want to practise (train) for an interview; you will want to anticipate what will be asked of you just as you know your competition on the field of play. The more prepared you are and the more you have practised, the better your performance will be. Below are a few things to consider in an interview.

### Before the interview:

- Research: the industry, the company, the interviewer and even the competition.
- Develop list of questions to help you evaluate if you want the job.
- Develop a list of athletic and other accomplishments and how they relate to the job. People like to know that you get things done and how that can be applied to their needs. As an athlete, you may have to translate your accomplishments.
- Know your CV (résumé), as the person who interviews you will base much on this.

### During the interview

- Listen carefully to what is asked and look for opportunities which you can take advantage of.
- 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, etc.). What you say is only part of the interview.
- Uncover as much information as possible about the position before going into details 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.
- Send follow-up/thank-you letters immediately.

# IOC ATHLETE CAREER PROGRAMME

## NOT ALL WORK EXPERIENCE IS THE SAME, YET DOING A GOOD JOB IN YOUR CHOICE WILL MAKE A DIFFERENCE IN THE LONG TERM. SELECT AND PURSUE WHAT IS RIGHT FOR YOU.

### What is the purpose of the following fact sheet?

All athletes will retire at some time, and most athletes engage in a second career. Many will need a job to satisfy financial needs, but there are many other reasons why you will pursue a career after you finish your life as an elite athlete. What type of work experience will help you have the most success at achieving your life goals? Understanding your life objectives and your needs first may help you set an objective for what type of work experience you want to pursue while competing, in order to achieve increased success and satisfaction when you transition to your next career.

If your objective while training is to optimise cash flow to support your training, it is important to know this, and sometimes this may mean you have to take a job that is not your first choice. However, it will help you fulfil your needs in the short term. You may have to accept a job that may not be prestigious, yet pays the bills.

If you are funded by your sport, you may want to develop work experience that will allow you learn about a desired career goal; or you may want a job that helps you gain contacts or experience in your desired field. In this area you may also want to understand what is needed and balance sport with work experience and education.

Your needs may also be in the middle where you have a balance of needs, and you may need a little of both. There are hundreds of industries and job types for you to consider, and some are included in this programme. Below are examples of some types of job structures you can think about pursuing while training and competing:

TYPE OF WORK	COMMENT
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 seasonally for exposure to a career or job type.
Shadow	Unpaid opportunity to shadow an employee in a company to learn about a job. Not standard.
Trainee/apprentice	Lower pay, but offering the ability to learn a new trade or skill.

When evaluating what you want to pursue, know what is your objective to be achieved by working. Understand all your primary time obligations: weekly, monthly and annually, and then pursue a job you can handle while you are training.

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



## IOC ATHLETE CAREER PROGRAMME

YOU HAVE A TEAM OF EXPERTS WHO CONTRIBUTE TO YOUR SUCCESS ON THE FIELD, HAVE YOU STARTED TO CREATE YOUR TEAM THAT WILL HELP YOUR SUCCESS IN THE LABOUR MARKET?

### What is the purpose of the following fact sheet?

On the field, you make the decision, you run the race, and you have a team around you to support your efforts. You may have one or many coaches, a sponsor, fellow athletes, friends, family and other people that motivate and train you to achieve success in your chosen sport. As an athlete you decide on who you want on your team to support your desire to be the best. You speak with many people about who should be on your team and once they make your team you decide on who to listen to and what to listen to.

Different people on your team play different roles. For some people on your team you listen to every word they say such as your coach. There are other people that play a different role and you may only engage in part of what they tell you, yet all members are important to you and your success. Some people have been on your team for your life such as a family member while others may come and go depending on your needs. For example as you develop your sporting career you may change your coach.

This same strategy of building and maintaining a strong team for your next career will help you be more successful in the labour market. One major difference between a sport career and your next career may be that in sport you know your goal and you know who can help you obtain your best performance. In business the objective may not be as clear, however the process of building a team can follow the same process.

1. Develop an initial understanding of yourself and have some direction set on where you may want to go after sport. Do not be afraid to be vague early on and continue to refine your objective. This will provide the basis for positive conversations as you build your team.
2. Set an objective to speak to a certain number of new people each month that can help you refine your goals, narrow your objective.
3. 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 value!!!!
4. Speak to a wide range of people; you never know who can be a valued member of your team. A diverse team will provide greater feedback and support.
5. Stay in touch with your team. If you write 8 emails a month (1 – 2 hours a month) you can make 96 contacts per year. Then as you refine your objectives in a more definitive way you will have many people on your team who know you and support you.
6. Be proactive not reactive and start today. If you wait a year, that is 100 lost contacts for your team.



# IOC ATHLETE CAREER PROGRAMME

## HOW MANY JOBS ARE THERE AND WHAT DO I WANT TO DO NEXT? THE MORE YOU KNOW WHAT YOU ARE GOOD AT, WHAT DRIVES YOU, AND WHY, THE BETTER YOUR CHOICE WILL BE.

### What is the purpose of the following fact sheet?

There are thousands of jobs and careers. Understanding what drives you, what interests you and what you are good at and not good at will help you set your direction on both where you may want your career to be and where you do not want it to be. Understanding why you made your selection will help you establish some direction in your career choices.

In the following worksheet rate both skill and interest because both can be factors in your decision. Sometimes it is important to do something you are good at even if you are not interested in it because it can provide the best financial return. Other times it is important to do what you like and address the challenge of skill because you could be doing it for a long time and you do not want to burn out.

As an athlete you may face this decision on skill vs. like, and sometimes to chase your dream as an athlete you may have to set a priority and take a job that you are good at and may not like, other times if you are focused and dedicated you can choose a job with high interest and strengthen your skill.

CAREER / JOB	RATE YOUR INTEREST 1 - Highest 5 - lowest	RATE YOUR SKILL 1 - Highest 5 - lowest	WHY
Accountancy			
Advertising			
Agriculture			
Aged Care			
Amusements			
Animal welfare			
Architecture			
Audiovisual media			
Banking			
Biotechnology			
Boating			
Book publishing			
Beauty care			
Clothing			
Consultancy			
Credit management			
Childcare			
Coach			

HOW MANY JOBS ARE THERE AND WHAT DO I WANT TO DO NEXT?  
 THE MORE YOU KNOW WHAT YOU ARE GOOD AT, WHAT DRIVES YOU,  
 AND WHY, THE BETTER YOUR CHOICE WILL BE.

Conferences / Exhibitions			
Counselling			
Data processing			
Designing			
Ecotourism			
Education			
Electronics			
Energy			
Engineering			
Export / Import			
Environmental Management			
Entertainment			
Farmer			
Financial Advising			
Arts & Craft			
Food Preparation			
Graphic Design			
Hospitality / Hotel Industry			
Health Care			
Horticulture / Hydroponics			
Human Resource Development			
Insurance			
Information Systems			
Interior Design			
Journalism			
Landscaping			
Languages			
Legal			
Manufacture			
Media Production			
Military			
Mining / Minerals			
Motor Vehicles			
Music			
Natural remedies			

HOW MANY JOBS ARE THERE AND WHAT DO I WANT TO DO NEXT?  
 THE MORE YOU KNOW WHAT YOU ARE GOOD AT, WHAT DRIVES YOU,  
 AND WHY, THE BETTER YOUR CHOICE WILL BE.

Occupational Health & Safety			
Office Equipment / Technology			
Packaging			
Parks & Recreation			
Pharmaceuticals			
Photography			
Physical Fitness			
Printing			
Public Relations			
Psychology			
Real estate / property management			
Retail trade			
Robotics			
Security Services			
Small Business			
Social Service			
Sound Engineering			
Sport			
Stock market			
Surveying			
Telecommunications			
Theatre			
Tours / Travel Industry			
Transportation			
Training & Development			
Well-being			
Youth Services			
Public Health			
Archaeology			
Medicine			
Speech Therapy			
Religion			
Geology			
Occupational Therapy			
Physiotherapy			
Customer Service			

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# IOC ATHLETE CAREER PROGRAMME

## CAREER PATHWAY PLANNING

### What is the purpose of the following fact sheet?

As an elite athlete, your focus is towards your sports development and performance. With a little planning, it is possible to have an idea of your options for your career after sport. Through identifying passions, motivators and interests, it becomes easier to be excited about making plans for a future that integrates a career in sport and an alternative career option.

Attempt this quick quiz to start thinking of your options:

### My 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.

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### My 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 web sites that can help you gather information.

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### 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.

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## My current network

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

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## 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.

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## 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.

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## Career Planning Summary

The areas I am most interested in are:

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What skills/qualifications/knowledge/experience do I need to gain?

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My plans for integrating sport and career plans are:

Year	Sport Goals	Career Goals