

CAREER PREPARATION

Resume development using your DISC Profile

Objective: To help you create a professional resume that highlights your unique strengths, values, and experiences — integrating insights from your Athlete Assessments DISC Profile with career-readiness frameworks.

Step 1: Identify what makes you unique

Open your DISC Profile and review pages 7-9:

- Your Motivations: What energizes you at work?
- Your Wants and Needs: What do you need to perform at your best?
- Your Ideal Working Environment: Where do you thrive?

My Top 3 DISC Insights:

1. _____
2. _____
3. _____

Step 2: Connect to your 'WHY' and the Golden Circle

Most resumes list only tasks and achievements, but the Golden Circle starts with your WHY — your purpose and motivation.

When you lead with why you do what you do, you stand out from others who may have similar qualifications.

Employers are increasingly looking for people who are purpose-driven, aligned with organizational values, and engaged in their work.

Example:

Instead of saying “Worked as a sports event volunteer,” you might say:
“Motivated by creating memorable experiences for others, I supported the coordination of a regional sports tournament for over 500 participants.”



Simon Sinek
The Golden Circle
simonsinek.com, 2023

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Use the Golden Circle to give your career story structure and consider your top 3 DISC insights.

	Prompt	Your Notes
WHY	What drives or inspires you professionally?	
HOW	How do you approach tasks or teamwork?	
WHAT	What roles or skills do you bring to a role?	

Now, how to communicate your value clearly and credibly. Let's use the STAR Model. The STAR model stands for:

- S – Situation: What was the context or challenge you faced?
- T – Task: What was your role or responsibility?
- A – Action: What did you do? What steps did you take?
- R – Result: What was the outcome or impact of your actions?

Example: "Led a team of 4 (S/T) to coordinate a fundraising event (A), raising \$3,000 for the local club (R)."

1. _____
2. _____
3. _____

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Step 3: Resume Structure Template

Name

Email | Phone | LinkedIn | City

Professional Summary

A short 2–3 sentence statement highlighting your WHY and key DISC-based strengths:

Key Skills and Strengths

Consider your DISC insights

Education

Degree / Program – Institution | Year
- Key courses, honors, or projects related to the field.

Experience

Role / Position – Organization | Dates

Achievements or Awards

- [STAR method bullet points]

Volunteer or Extracurricular Involvement

References

Available upon request.

EXAMPLE RESUME

Jordan Taylor

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Professional Summary

As a high-energy and people-focused Sport Management student, I bring creativity, communication, and initiative to every opportunity. My I/D DISC Profile highlights my passion for connecting teams and driving results through collaboration and innovation. Motivated by meaningful impact, I thrive in dynamic environments where I can inspire and deliver outcomes.

Key Skills and Strengths

- Confident communicator and relationship builder
- Strong leadership and team motivation skills
- Creative approach to problem-solving
- Adaptable and energetic in fast-paced environments
- Project coordination and event activation

Education

Bachelor of Sport Management – University of Technology (Expected Graduation: 2026)

Relevant courses: Marketing in Sport, Sponsorship Strategy, Event Management

Experience

Student Marketing Intern – Horizon Athletics | 2025 – Present

- Coordinated a student-led social media campaign to increase event attendance by 30%.
- Collaborated with sponsor representatives to activate on-site engagement initiatives.
- Developed creative content aligned with brand strategy, enhancing student engagement.

Event Assistant – UoT Sport Club | 2024 – 2025

- Supported event logistics for regional tournaments involving over 500 participants.
- Contributed to volunteer coordination and promotional activities.
- Recognized for enthusiasm and teamwork during post-event review.

Achievements

- Selected for UoT Student Leadership Program (2024)
- Volunteer Coordinator, City Fun Run (2023)

Volunteer & Extracurricular

- UoT Sport Society – Communications Office
- Peer Mentor – First-Year Student Support

References

Available upon request.