



Coach Resume & Career Portfolio Guide

A practical guide to earning the interview, presenting your value, and building a career record that grows with you.

***“Your resume gets you in the door.
Your interview gets you the opportunity.
Your coaching ability earns the job.”***

WHAT THIS GUIDE HELPS YOU BUILD

A focused one-page resume, a compelling coaching story, a job-ready interview plan, and a professional portfolio that proves the impact behind your words.

For coaches at every stage: aspiring assistants, position coaches, coordinators, and head coaches.

Start Here: What the Resume Is For

A coaching resume is not a biography. It is a marketing document designed to answer one question quickly: **“Is this coach worth bringing in to talk to?”**

- The resume earns attention and creates confidence in your fit.
- The interview lets you demonstrate leadership, communication, judgment, and vision.
- The portfolio gives evidence: plans, results, teaching tools, feedback, and professional growth.

THE CAREER PRINCIPLE

Your resume gets you in the door. Your interview gets you the opportunity. Your coaching ability earns the job.

Use the same standard for every page: make it easy for a busy athletic director, principal, or head coach to see your value in under a minute.

Your five-minute audit

- Can a reader identify the sport, level, and role you seek immediately?
- Do your strongest accomplishments appear near the top?
- Does every line answer “what did this coach improve, build, teach, or lead?”
- Could someone contact your references and hear the same story your materials tell?

Career snapshot worksheet

Write the raw material first. You will refine it later.

Role(s) I am pursuing / level / location:

The three strengths I want my hiring team to remember:

The coaching impact I am most proud of:

The One-Page Coaching Resume

For most coaches, one polished page is the best first impression. Add a second page only when your experience, certifications, or major accomplishments truly require it.

SECTION	WHAT TO INCLUDE	WHY IT MATTERS
Header	Name, city/state, phone, professional email, LinkedIn or portfolio link	Makes it simple to contact you and know your coaching identity.
Coaching profile	2-3 lines: sport, level, leadership strengths, and signature impact	Frames the rest of the page before the reader scans details.
Experience	Program, title, dates, 2-4 high-impact bullets per relevant role	Shows progression, responsibilities, and results.
Education & credentials	Degree, school, graduation year optional; certifications, licensure, first aid/CPR	Confirms qualifications and readiness.
Selected strengths	Player development, recruiting, film, practice design, culture, operations, etc.	Helps match your capabilities to the opening.

The 60-second scan

- Top third: who you are, what you coach, and your most relevant outcome.
- Middle: experiences that prove your ability to teach, lead, and contribute.
- Bottom: credentials and strengths that remove questions about readiness.

FORMAT RULE

Use clean type, consistent dates, strong verbs, and generous white space. Avoid photos, graphics that do not add proof, personal details, and dense paragraphs.