

The ABCs of MY OFFICIATING RESUME: A Step-by-Step Guide to Creating Yours



My Officiating Resume is a new, member-exclusive profile feature in 2024. To manage your individual officiating resume, you must **(A.) login at www.pavo.org** **(B.) using your PAVO username and password, and (C.) click on the Login button.** Once you have successfully logged in, you'll be recognized by the system with your username in the upper righthand corner of the webpage. If you have uploaded a profile picture, it will also be shown here.

A.

B.

Don't know if you've typed your password correctly? Click on the 'eyeball' icon to see.

C.

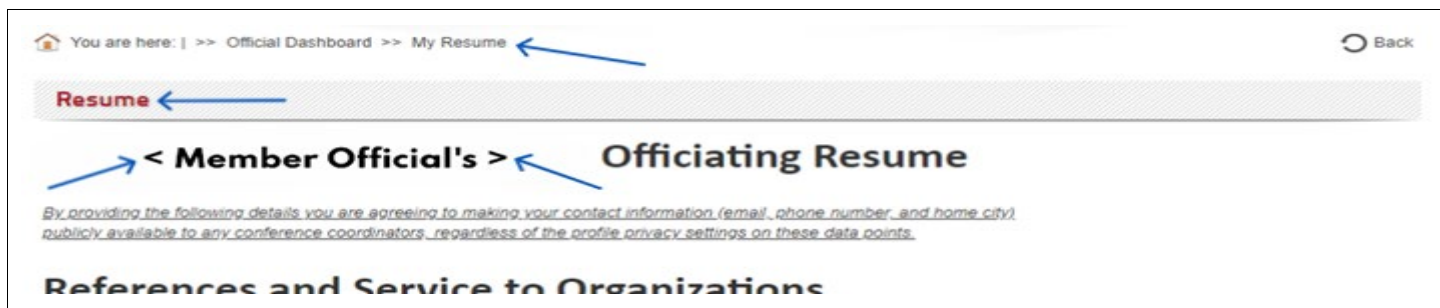
Next, from the **(A.) MyRefKit tab, under (B.) the Official Dashboard, click on (C.) My Resume link.**

A.

B.

C.

You are immediately directed to the data entry page for **YOUR** Officiating Resume. The top of **YOUR** data entry page will look similar to this one...with one exception...**YOUR First and Last name** as entered into **YOUR** PAVO profile will appear in the area marked **< Member Official's >**.



You're ready to enter the details that Coordinators and Assignors of Officials have identified as meaningful.

BREAKING IT ALL DOWN

Sample snippets of how each subsection appears once data is entered and after it is submitted.

There are **2 SECTIONS** of this standardized officiating resume. **Each also contains related subsections.**

SECTION 1 – References and Service to Organizations and its subsections.

- **Assignors** – the subsection offered for you to provide the contact information for any collegiate-level assignors for which you work who will be able to provide a reference for you. Once you have **completed each line of information for each submission**, click the **Add Reference** button. The **List of Assignor References** will begin to populate. **Edit** or **Delete** at YOUR discretion.

Resume

Officiating Resume

By providing the following details you are agreeing to making your contact information (email, phone number, and home city) publicly available to any conference coordinators, regardless of the profile privacy settings on these data points.

References and Service to Organizations

You are strongly encouraged to make contact with these individuals prior to submitting their names as references.

ASSIGNORS

Assignors:
Please provide the contact information for any collegiate-level assignors for which you work who will be able to provide a reference for you.

Assignor Name:

Conference:

Collegiate Level:

Assignor Email:

Assignor Phone Number:

List of Assignor References

	Assignor Name	Conference	Level	Assignor Email	Assignor Phone #
Edit Delete	Annie Assignor	Best of the Conference	NAIA	ann.assignor@someprovider.com	(987) 654-3210
Edit Delete	Connie Coordinator	Conference of Conferences	NCAA D-II	connie.coordinator@someprovider.org	(890) 123-4567

- **Veteran/National Officials** – the subsection offered for you to provide the contact information for any veteran or national collegiate-level officials (such as a mentor) who will be able to provide a reference for you. Once you have **completed each line of information for each submission**, click the **Add Reference** button. The **List of Veteran/National Official References** will begin to populate. **Edit** or **Delete** at YOUR discretion.

VETERAN/NATIONAL OFFICIALS

Veteran/National Officials:
Please provide the contact information for any veteran or national collegiate-level officials (such as a mentor) who will be able to provide a reference for you.

Official's Name:

Official's Email:

Official's Phone Number:

List of Veteran/National Official References

	Official Name	Official Email	Official Phone #
Edit Delete	Paulo Partner	p.partner@someprovider.com	(345) 678-9013
Edit Delete	Nancy National	nancynatofficial@someprovider.org	(678) 901-2345

- **Service to Local Organizations** – the subsection offered for you to indicate the services you provide or leadership positions you hold with your PAVO Affiliated Board or USAV Regional Volleyball Association. Once you have **completed data entry**, click the **Save Details** button. **Edit** or **Delete** at YOUR discretion.

SERVICE TO LOCAL ORGANIZATIONS

Service to Local Organizations:

In the space provided, please indicate what services you provide or leadership positions you hold with your PAVO Board or USAV Region.

Name of Board(s)/Region(s):

Details (max 1000 characters):

SECTION 2 – History and its subsections.

- **Post-Season Assignments** – the subsection offered for you to indicate any notable post-season assignments such as High School State Championships, NJCAA/NAIA Conference or above Championships, or NCAA Conference Championships. Once you have **completed each line of information for each submission**, click the **Add Assignment** button. The **List of Post-Season Assignments** will begin to populate. **Edit** or **Delete** at YOUR discretion.

POST-SEASON ASSIGNMENTS

History

Post-Season Assignments:

Please indicate any notable post-season assignments such as high school state championships, JuCo/NAIA conference or above championships, or NCAA Conference championships

Season:

Level of Competition:

Description of tournament:

Assigned By:

[List of Post-Season Assignments](#)

Season	Level	Description	Assigned By
Edit Delete 2023	NCAA D-II	Postseason through Regionals	NCAA

- **Conference Assignments** – the subsection offered for you to provide details about each conference for which you work at all levels, including the number of contests officiated, the position, and details about the assignor. Once you have **completed each line of information for each submission**, click the **Add Conference** button. The **List of Conferences Worked** will begin to populate. **Edit** or **Delete** at YOUR discretion.

CONFERENCE ASSIGNMENTS

Conference Assignments:

Please provide details about each conference for which you work at all levels, including the number of contests officiated, the position, and details about the assignor.

Last Season worked: 2023 2022 2021 2020

Level of Competition and Position: DI DII DIII NAIA JuCo High School
 Referee Line Judge Scorer

Number of matches worked: 1-5 6-10 11-20 21+

Conference Name:

Assignor:

Assignor Email:

Assignor Phone:

[List of Conferences Worked:](#)

Last Worked	Level	Position	# of matches	Conference	Assignor	Assignor Email	Assignor Phone
Edit Delete 2023	DII	Referee	11-20	Conference of Conferences	Connie Coordinator	connie.coordinator@someprovider.org	(890) 123-4567

THE FINAL DISPLAY

How this standardized official's resume appears to coordinators and assigners.

For numerable reasons, an official's resume is useful, especially when utilized as a companion resource with the details contained in your PAVO Member Profile. This type of standardized **skills-based resume** or **functional resume** emphasizes your abilities and competencies over your chronological officiating history. It also allows you to highlight your relevant accomplishments effectively and efficiently.

Resume

Member Official's Name - member's email address and member's phone number
City, ST of residence - member's PAVO Affiliated Board and (Year Last Registered with PAVO)

Conferences:
Last Worked: 2023
DII - Referee
11-20 matches
Conference of Conferences/Connie Coordinator
connie.coordinator@someprovider.org - (890) 123-4567

Post-season:
2023
NCAA D-II Postseason through Regionals
Assigned by: NCAA

References:

Assignors:
Annie Assignor
NAIA - Best of the Conference
ann.assignor@someprovider.com - (987) 654-3210

Officials:
Paulo Partner
p.partner@someprovider.com - (345) 678-9013

Connie Coordinator
NCAA D-II - Conference of Conferences
connie.coordinator@someprovider.org - (890) 123-4567

Nancy National
nancynatofficial@someprovider.org - (878) 901-2345

Service to Local Organizations

Board(s)/Region(s): Board of Greater Vermont

Details:
This is the PAVO Affiliated Board of which I am a current member. I've been a member for 3 years. I have helped my local board leadership with training, when asked.

MEMBER OFFICIAL STANDARDIZED RESUME

EXAMPLE

As a reminder, by opting to incorporate this profile enhancement, you are agreeing to making your contact information (email, phone number, and home city) publicly available to conference coordinators, regardless of the profile privacy settings on these data points.