

Font Styles:
Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

JANE B. WELLNESS

Permanent Address:

1367 Oak Lane
Cottonwood, AZ 85016
(813) 555-9089

YourName@domain.com

Through May 10, [year]:

713 North Main Street
Wayne, NE 68787
(402) 375-0000

OBJECTIVE

To obtain a position as a Personal Trainer

Use clear, concise
objective

EDUCATION

Bachelor of Science Degree in Exercise Science/Wellness to be conferred May [year]
Wayne State College, Wayne, Nebraska
Minor: Sport Management
Cumulative GPA: 3.6

Only include GPA if
3.0 or higher

COMPETENCIES

Practical experience in:

- Exercise Prescription (healthy & diseased)
- Maximal & Submaximal Diagnostic Testing
- Strength & Endurance Assessments
- ECG Interpretation (12-lead ECG)
- EMG Analysis
- Body Composition: Skinfolds, BIA, & Hydrodensitometry
- Nutritional Analysis

Font Size for
Body of
Resume:
11-12

RELATED EXPERIENCE

Facility Attendant, March [year]-Present
Providence Wellness Center, Wayne, Nebraska

- Perform fitness assessments for members
- Supervise all exercise areas
- Design and implement individualized training programs for members
- Monitor and evaluate the rehabilitation of cardiac patients
- Sell memberships and log information into the computer

List jobs -
most recent
first

Fitness Coordinator, Summer [year]
Sioux City Community Center, Sioux City, Iowa

- Conducted water aerobics, step aerobics, and weight lifting in a variety of classroom settings
- Developed and prescribed exercise programs for all age levels
- Measured blood pressure for members and developed blood pressure profiles
- Monitored resting, peak exercise and recovery heart rates
- Designed bulletin boards and created handouts to advertise upcoming events
- Utilized Microsoft Excel to create a facility budget spreadsheet

Wellness Practicum, Fall [year]
Wayne State College, Wayne, Nebraska

- Assisted with the Senior Wellness Program for community senior citizens
- Conducted aerobics, stretching and toning classes for senior citizens
- Promoted and helped organize the Campus Wellness Fair
- Prepared newsletters and handouts to promote the Senior Wellness program
- Facilitated and presented nutrition and stress management workshops to Division II athletic programs

Start each
description
with a
strong
action verb

Watch
verb
tenses
—use
present
tense if
still at
job/
past
tense if
not.

Second page should at least have your name and page 2, or can use same heading as Page 1.

JANE B. WELLNESS

Permanent Address:

1367 Oak Lane
Cottonwood, AZ 85016
(813) 555-9089

YourName@domain.com

Through May 10, [year]:

713 North Main Street
Wayne, NE 68787
(402) 375-0000

OTHER EXPERIENCE

Waitress, May [year]-February [year]
Bennigan's Restaurant, Wayne, NE

Sales Clerk, February [year]-April [year]
Wal-Mart, Norfolk, NE

HONORS AND ACTIVITIES

Wayne State Women's Softball Team Member, 2001-Present
Intramural Sports Participant, 2001-Present
Presidential Scholar Athlete, 2003
Care Center Activities Volunteer, Spring 2002
Cardiac Rehabilitation Mentoring Program, Providence Medical Center, Fall 2002

Get involved!
Employers like to see students who have been active on-campus and in the community.

REFERENCES

Mr. Former Employer, Manager
Wal-Mart
401 South Broadway
P.O. Box 777
Norfolk, NE 68701
(666) 666-6666
foemployer@wal-mart.com

Ms. Carol Day, Instructor
Division of Human Performance & Leisure Studies
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7000
caday1@wsc.edu

Ask references before using and ask where they wish to be contacted (home or work).

Ms. Former Employer, Director
Providence Wellness Center
1200 Providence Road
Wayne, NE 68787
(402) 375-7927
former@providence.net

OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Never use a resume template or Wizard format!
- Avoid the use of "I" or first person
- Use bold, italics, and bullets to draw attention to important items
- Appearance should be professional and "clean" looking with no spelling or grammatical errors
- Layout of resume should be easy to read with proper spacing between sections
- Sections of resume may vary (i.e. you may have Qualifications, Profile, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.