

# RESUME

The resume is a tool designed to concisely inform a prospective Hospital, Corporate Fitness Manager or University official of your experiences, skills, goals and interests. Generally, resumes are initially read for 15 seconds so it is important that you convey your most important features to the reader in a way that cannot be missed during this brief reading time period. A one-page resume is the goal for recent college undergraduates; graduate students may need additional pages as result of their additional experience or training.

## RESUME TIPS

1. Use a 10 – 12 point font size.
2. Use **bolding**, *italics*, CAPITALIZATION and underlining to draw the reader's attention to the highlighted information.
3. Do not write in the **first person singular** (I, you, he or she) and omit personal pronouns.
4. Use action verbs to describe past experiences. For example, words like accomplished, achieved, analyzed, assessed, calculated, collected, communicated, compared, coordinated, demonstrated, established, examined, generated, initiated, and volunteered paint a visual picture of what you have accomplished.
5. Avoid the use of abbreviations and **proofread** your work.

**Sample Resume**  
**SUSAN UNDERGRADUATE STUDENT**  
susanuds@yahoo.com

Permanent Address  
16 Juniper Street  
Branford, CT 06405  
203.481.0000

School Address  
North Campus, Box 16  
New Haven, CT 06515  
203.392.0000

**OBJECTIVE/  
GOAL**

A fitness specialist position implementing exercise physiology knowledge, skills, and competencies in clinical setting.

**EDUCATION**

**B.S., MAY, 2001**  
**SOUTHERN CONNECTICUT STATE UNIVERSITY**

New Haven, Connecticut

**Major:** Exercise Science

**Concentration:** Human Performance

**Honors:** James Moore Award, Spring, 2001

**G.P.A.:** 3.45

**Related Courses:** Anatomy and Physiology, Kinesiology, Physiology of Exercise, Fitness Management, Exercise and Nutrition, Psychology of Sport, Sports Medicine, Weight Training and Personal Fitness, First Aid and CPR, Chemistry, Human Biology, Physics, Elementary Statistics, Tests and Measurements, Computer Applications.

**RELATED  
EXPERIENCE**

**University Fitness Center Manger**

Residence Life, SCSU, New Haven, Connecticut

Developed age and health-appropriate fitness programs for college-age adults. Managed 12 part-time employees. Purchased and maintained exercise training equipment. (9/00 – 5/01)

**University Strength and Conditioning Specialist**

XXX University, Fairfield, Connecticut

Designed resistance training programs for University athletes, faculty, staff and summer camp residents. Maintained and supervised University resistance training facility. (Summer, 2001)

**EXPERIENCE**

**Camp Counselor**

Camp Lenox, Lenox, Massachusetts (Summer 1998 and 1999)

**COMPUTER  
SKILLS**

Personal Computer literate, demonstrated competence in the use of Windows 2000, Microsoft Word, Excel, PowerPoint, MINITAB, SigmaPlot, Adobe Photoshop

**CERTIFICATIONS**

American College of Sports Medicine Health Fitness Instructor  
National Strength and Conditioning Association Strength and Conditioning Specialist

**ACTIVITIES**

Exercise Science Club, Applied Physiology Club

*References will be furnished upon request*