

NO EXPERIENCE EXERCISE AND SPORTS SCIENCE RESUME EXAMPLE

NAME

Address city/state/zip

Phone number* cell number or email address

Education:

University of Utah

Bachelor of Science, Exercise and Sports Science

Salt Lake City, Utah

August 2004, 3.8 GPA

Related College Coursework:

Anatomy

Physiology of Fitness

Exercise Programming

Kinesiology

Emergency First Aide

Human Motor Development

Sports Psychology

Weight Management

Exercise & Health Perspectives

Experience and Skills

Fitness Leadership and Education

- Designed and instructed group exercise classes
- Executed performance evaluation testing
- Performed fitness tests and relayed results to clients
- Designed exercise program for individual clients

Communication

- Advised customers and delivered outstanding service via the telephone
- Created promotional flyers using Microsoft Publisher
- Coordinated and communicated well with co-workers to ensure efficiency and equality

Planning and Organizing

- Developed spreadsheets in Microsoft Excel to increase organization and efficiency
- Prepare Accounts Receivable invoices and distribute them accordingly
- Input Accounts Payable invoices into accounting software

Awards and Honors

- University President's Award for Outstanding Scholastic Achievement, 1999-2000
- Dean's Honor List Student 199, 2000, 2001, 2002

Work Experience

HpHealth Fitness Center

Health Specialist Intern

Roseville, California

06/2004-08/2004

Hallmark Cabinets

Executive Assistant

Salt Lake City, Utah

Summers 1999-2003

Certifications

CPR Certified

ACSM Health/Fitness Instructor Qualified

December 2002

June 2004