

Resume Writing Workbook



For Phys Ed Majors

For assistance with a resume, a cover letter, interview preparation, or answers to any career related question, contact us in the Career Services Center:

Tom Novak, Director
207-893-6636
tnovak@sjcme.edu

Pete Seavor, Career Assistant
207-893-6637
pseavor@sjcme.edu

Or just stop by the Center on the first floor of St. Joseph's Hall.

Resume Writing Guidelines

Purposes of the resume:

- To communicate your valuable experiences and achievements to prospective employers and organizations.
- To get an interview.

Before writing your resume:

- Develop a career objective that illustrates the position your interested in and what you can do for them
- Reflect on your past work experiences, skills, values, interests, and personality
- Brainstorm and/or use the resume worksheet

Resume content:

- Identification data: name, address, phone number(s), Email address
- Objective: informing employer of your job interest and what you will add to the employer
- Education: institution(s), location(s), degree(s), major(s), date of graduation, GPA if >3.0
- Work experience: describing skills and responsibilities using short phases and action verbs
- Honors and awards: educational, work, association, club, and sport related
- Campus activities: name, office held if any, years involved, achievements
- Special skills: usually refer to computer skills and foreign languages
- Community service: event, year involved, outcome of event, and office held if any

Key points to remember:

- Stay positive in your writing style and remember to sell your experiences and education
- Be concise and clear: keep it to a page and use short phases and action verbs
- Take your time: make a rough draft first and bring in to Career Services for a critique

Do:

- Take time in developing a resume that reflects your career goals.
- Create your own resume.
- Brainstorm and/or use a resume worksheet before you try to construct a resume for the first time.
- Write a career objective that focuses your resume to the employment opportunity.
- Make certain there are no mistakes on your resume. Have another person critique it for you.
- Format the resume so that it is logical to you and the reader. Make certain it is easy to read and professionally presented.
- Use resume paper and a quality printer. Both available in the Career Services Center
- Remember that the resume is only a document that illustrates what you have done in the past.
- Keep in mind that the resume will not land you a job but it can result in an interview for a job.

Don't:

- Use Microsoft Word resume templates or wizards.
- Write a resume that is longer than one page.
- Try to incorporate more than one career objective on a single resume.
- Write an autobiography or list every job you have ever had.
- Include information that may provoke discrimination by the reader, i.e., religion, political affiliation, ethnicity, marital status, number and age of children, age, gender, health status, height, or weight.
- Sell your volunteer, extracurricular, and internship experiences short.
- Lie about your past experiences, degrees, or GPA.

235 Resume Action Words

accelerate	coordinate	head	participate	sell
accomplish	create	help	perform	serve
achieve	decrease	hire	pinpoint	shape
acquire	define	identify	pioneer	show
activate	delegate	implement	plan	simplify
adapt	deliver	improve	prepare	solve
address	demonstrate	improvise	present	sort
administer	designate	increase	prevent	specify
advance	design	influence	process	sponsor
advise	determine	initiate	procure	staff
allocate	develop	inspect	produce	standardize
analyze	devise	inspire	program	start
anticipate	direct	install	project	stimulate
apply	discharge	instigate	promote	streamline
appoint	discover	institute	propose	strengthen
appraise	distribute	instruct	prove	stretch
approve	document	integrate	provide	structure
arrange	double	interpret	publish	study
assess	earn	interview	purchase	suggest
assist	edit	introduce	realize	summarize
assign	effect	invent	recommend	supervise
attain	eliminate	invest	reconcile	support
audit	employ	investigate	recruit	surpass
augment	enforce	launch	redesign	survey
avert	engineer	lead	reduce	sustain
avoid	establish	lecture	reestablish	tailor
broaden	estimate	lighten	regulate	teach
build	evaluate	liquidate	reinforce	terminate
calculate	examine	locate	reject	test
centralize	exceed	made	relate	tighten
clarify	execute	maintain	renegotiate	trade
collaborate	exercise	manage	reorganize	train
combine	expand	market	report	transact
complete	expedite	mediate	represent	transfer
compose	extend	minimize	research	transform
conceive	extract	mobilize	reshape	translate
conclude	facilitate	modernize	resolve	trim
condense	finance	modify	restore	triple
conduct	forecast	monitor	revamp	uncover
consolidate	form	motivate	review	undertake
construct	formulate	negotiate	revise	unify
consult	found	obtain	revitalize	use
consume	founded	operate	revive	utilize
contract	frame	order	save	verify
contribute	fulfill	organize	schedule	vitalize
control	generate	originate	secure	work
convert	guide	oversaw	select	write

Resume Worksheet

Objective: A brief, concisely worded statement of what you want to do, where you want to do it, and your skills that are relevant for the desired position.

Examples: To obtain a Psychology Internship with General Hospital utilizing my research skills and my analytical and problem solving abilities.

A teaching position within a progressive elementary school utilizing my relevant academic knowledge and strong practical experience.

Education: List college and university education, do not include secondary schools.

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

School _____ City, State _____

Degree _____ GPA _____ Graduation Date _____

Major(s) _____ Minor(s) _____

Employment: Full-time, Part-time, and Internship experiences. List most recent experience first.

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments _____

Resume Worksheet

Leadership Experiences and Activities: List educational, professional, social, and extracurricular organizations; community service events; and other activities that illustrate your leadership experiences. Include offices held and nature of your involvement as well as projects worked on and skills learned.

Honors, Scholarships, Awards, and Certifications:

Meaningful Skills and Abilities: List any special skills and abilities that you believe will assist in your candidacy. Examples include computer programming and software proficiency, or ability to speak a foreign language.

Resume Outline

First M. Last Name

School Address:
Address
City, State Zip
Phone
E-mail

Permanent Address:
Address
City, State Zip
Phone
E-mail

OBJECTIVE: To obtain a _____ position in a _____ organization utilizing my demonstrated strengths in _____ and _____.

EDUCATION: **School**, City & State Location
Degree, GPA, Graduation Month & Year,
Major(s) and Minor(s)

EXPERIENCE: **Organization Name**, City & State Location
Position, Mo./Yr.-Mo./Yr.
Brief description of responsibilities & accomplishments

Organization Name, City & State Location
Position, Mo./Yr.-Mo./Yr.
Brief description of responsibilities & accomplishments

Organization Name, City & State Location
Position, Mo./Yr.-Mo./Yr.
Brief description of responsibilities & accomplishments

**HONORS/
AWARDS:** Scholarship, Year(s)
Honor, Year(s)

**CAMPUS
ACTIVITIES:** Organization Name, Title, Year(s) Involved
(i.e. Sports Team, Campus Organization)

**COMPUTER
SKILLS:** List Software and Programming Skills

**COMMUNITY
SERVICE:** Organization Name or Activity, Title, Year(s)

Resume Sample

Madeline Monk

278 Whites Bridge Rd.
Unit 000
Standish, ME 04084
207-555-5555
mmonk@sjcme.edu

EDUCATION:

Saint Joseph's College of Maine, Standish, ME
Bachelor of Science in Physical Education, May 2014
Major Concentration: **Sports Management**
GPA 3.42 of 4.0

EXPERIENCE:

Portland Pirates (AHL Hockey Team), Portland, ME
Promotions and Communications Internship, October 2013-present

- Assist in the coordination of game night promotions and events
- Assist media members and NHL scouts with team information and statistics
- Calculate and update individual and team statistics
- Maintain and update team media archive

Saint Joseph's College of Maine, Standish, ME
Intramural and Recreation Department Internship, January to May 2012

- Directed, designed, organized, and promoted a 12 team indoor soccer tournament
- Supervised referees, timekeepers, and scorekeepers

Portland Country Club, Portland, ME
Head Lifeguard, Summers 2012-2013

- Supervised up to 8 lifeguards
- Created and supervised monthly lifeguard and pool maintenance schedules
- Co-directed lifeguard staff meetings with pool manager

Lifeguard, Summers 2009-2011

- Enforced pool policies and rules
- Educated patrons about pool safety
- Handled emergency situations

HONORS & AWARDS:

Captain of Women's Basketball Team, 2012-present
Dean's List, four semesters
Honor's list, one semester

ACTIVITIES:

Women's Basketball, 2010-present
Student Leadership Conference, 2011 and 2012
Orientation Advisor, 2011 and 2012
Women's Cross Country, 2010

COMMUNITY SERVICE:

Camp Sunshine, Volunteer, 2011 and 2012
Habitat for Humanity, Volunteer, 2010 and 2011
Portland Housing Authority, Reading Tutor, 2010

CERTIFICATIONS:

First Aid, 2009-present
CPR, 2009-present
Lifeguard, 2009-present

COMPUTER SKILLS:

Microsoft Excel, Word, and Windows

Resume Sample

Matt X. Monk
278 Whites Bridge Rd.
Unit 000
Standish, ME 04084
207-555-5555
mxmonk@sjcme.edu

- Objective:** To obtain an Personal Trainer position where I can use my education and experience to promote healthy lifestyles and assist clients in achieving their fitness goals.
- Education:** **Saint Joseph's College of Maine**, Standish, ME
Bachelor of Science in Exercise Science, May 2014
Fitness Leader Track
GPA 3.11 of 4.0
- Experience:** **Fitness Barn**, Windham, ME
Personal Trainer Intern, September 2013 to Present
- Assist clients with cardio and strength training
 - Designed and led exercise program for senior citizen's group
 - Helped design exercise program for client recovering from back surgery
 - Assisted with customer service and equipment maintenance
- Saint Joseph's College of Maine**, Standish, ME
Student Fitness Instructor, September to May 2012
- Instructed students, faculty, staff, and alumni in proper exercise technique and proper use of exercise equipment
 - Led groups in cardio and strength training
 - Maintained fitness equipment and kept facility clean
- DiSanto's Restaurant**, Gray, ME
Hostess & Waitress, Summers 2010 to Present
- Take reservations, welcome and seat customers
 - Provide efficient and friendly customer service
 - Opened and closed the restaurant
 - Stocked inventory
- Certifications:** ACE Personal Trainer Certification, 2013
CPR Certified, 2011 to Present
- Honors & Activities:** Student Government Association, 2011 to 2013
Treasurer, 2013
Deans List-4 semesters
Mercy Scholarship
- Skills:** Proficient in Microsoft Access, Excel, and Word
- References:** Available upon request

Resume Sample

Name

Campus Address:

Address
City, State Zip
Phone
Email Address

Home Address

Address
City, State Zip
Phone
After May 10, 2014

OBJECTIVE: To obtain a Physical Education teaching position where I will may use my demonstrated teaching skills to educate students about fitness and health and assist in their physical and social development

EDUCATION: **Saint Joseph's College of Maine**, Standish, ME
Bachelor of Science in Physical Education/Teacher Preparation, May 2014

HONORS: Dean's List-4 semesters
Saint Joseph's Scholarship

TEACHING

EXPERIENCE: **Westbrook High School**, Westbrook, ME
Practicum, September to December 2013

- Organized and taught creative lesson activities
- Instructed students in Biology and Chemistry related topics
- Assisted teacher in lesson plan preparation and group activities
- Worked with students on an individual basis

WORK

EXPERIENCE: **Saint Joseph's College of Maine**, Residential Life Office, Standish, ME
Resident Advisor, August 2013-Present

- Responsible for the general welfare of 75 resident students
- Provide health and wellness programming for the residents
- Negotiate disputes, maintain discipline, and participate in judicial hearings

Maine Medical Center, Portland, ME
Nutrition Care Consultant, September 2011 to May 2013

- Assisted patients in healthy menu selections
- Supervised meal service on assigned floor
- Assessed and charted patient's progress

Key Bank, Portland, ME
Mail Clerk, Summer 2011, 2012, 2013

- Sorted incoming mail and delivered to appropriate departments
- Weighed, stamped, and delivered outgoing mail to post office
- Prepared packages for next day package carriers

COMMUNITY

SERVICE: High Point Nursing Home Volunteer, 2012
Habitat for Humanity Volunteer, 2011

REFERENCES: Available upon request

Cover Letter Sample

Your Name
Address
City, State Zip
Date

Ms. Delilah Jones
HR Representative
Fitness World
122547 Bridge St.
Boston, MA 02174

Dear Ms. Jones:

Please consider my candidacy for the Personal Trainer position that appeared in the April 14 issue of the Boston Globe. I believe that my strong work ethic, relevant education, and internship experience have prepared me well for this entry-level position.

I will be graduating this coming May and would like to relocate to the Boston area and work for a leading fitness company. Fitness World has an excellent reputation in the industry and I know I could make an immediate and positive impact as a Personal Trainer for your clients. As an Exercise Science major at Saint Joseph's College I have gained a solid understanding of nutrition, maintaining a healthy lifestyle, and creating appropriate fitness plans for individual clients. As an Intern for the Fitness Barn in Windham, Maine I actively participated in the design of an exercise program for a client recovering from back surgery and also designed and led a group of senior citizen's in a weekly exercise program. I would now like to apply my knowledge, experience, and work ethic to the Personal Trainer position at Fitness World.

Please consider my request to meet with you to discuss the position in more detail. I am truly interested and excited about this position and would welcome the opportunity to relocate to Boston. I can be reached at (207) 555-4777 if I am not in please leave a message on my answering machine and I will return your call within a day.

Thank you for your time and consideration.

Sincerely,

Sign your name

Print Your Name

Thank You Letter Sample

Your Name
Address
City, State Zip
Date

Ms. Delilah Jones
HR Representative
Fitness World
122547 Bridge St.
Boston, MA 02174

Dear Ms. Jones:

Thank you for the opportunity to interview with you earlier today for the Personal Trainer position. I certainly enjoyed our discussion on the direction that Fitness World is going and learning more about the position and the characteristics you seek in the person who will assume this position.

I do honestly believe that I possess the desired characteristics that you seek in a Personal Trainer. I have a strong desire to succeed, willingness to learn and grow in the position, and experience in designing and leading fitness programs. As I mentioned in my interview with you, I believe I will make an immediate and positive impact and will make certain I exceed your expectations of a Personal Trainer at Fitness World.

Again, thank you for your time and consideration. If I can provide you with any additional information please feel free to call me at (207) 555-7777.

Sincerely,

Sign your name

Print Your Name