Ellen Exercise

400 Triceps Lane | Richmond, VA 21000 | (864) 555-5555 | ellenexercise@gmail.com

**PROFILE**

* Completed a 3-month fitness internship gaining experience in implementing fitness programs
* Anticipated Certified Personal Trainer (American College of Sports Medicine)
* First Aid/CPR/AED Certification
* Interpersonal skills gained through fitness internship
* Knowledge of aerobic and anaerobic energy systems
* Organizational skills developed through sales and retail experience
* Leadership experience acquired as a team leader at Chick-fil-A

**EDUCATION**

**B.S. Kinesiology,** Bob Jones University, Greenville, SC May 2022

* Concentration: Fitness and Wellness
* GPA: 3.3
* Active member of university Exercise and Sport Science Association

**RELATED EXPERIENCE**

**Fitness Internship,** Pivotal Fitness, Greenville, SC May 2018-August 2018

* Assisted with planning, designing, and implementing various fitness programs for clients incorporating both aerobic and anaerobic exercise, resulting in increased fitness level
* Developed marketing materials to promote personal services and increase club clientele
* Designed 2 full-body workouts
* Managed and improved the club’s social media accounts

**Fitness and Wellness Practicum,** Bob Jones University, Greenville, SC Sept. 2016-Dec. 2016

* Designed and conducted personalized (one-on-one) training sessions for 2 clients for a period of 12 weeks
* Provided each client with a detailed 4 day personal exercise prescription
* Conducted health and fitness assessments
* Created two individualized training programs incorporating cardiovascular fitness, muscular endurance, muscular strength, and flexibility

**ADDITIONAL EXPERIENCE**

**Sales Associate,** JCPenny, Greenville, SC Aug. 2014-Present

* Establish excellent customer service skills through consistently meeting monthly sales goals
* Interact with customers on a daily basis ensuring a positive shopping experience
* Manage cash transactions, processed sales returns, and restocked inventory
* Promoted to team leader within 6 months due to strong customer service and time management skills

**Team Supervisor,** Chick-fil-A, Richmond, VA Summers 2013-2017

* Awarded team member of the month for achieving superior customer service reviews
* Participated in leadership development program culminating in promotion from team member to supervisor

**Contact Info**

* Name should stand out
* Include:
	+ Phone number
	+ Email (Hyperlinked)
	+ LinkedIn URL (Hyperlinked)
	+ Professional Website (if you have one)

**Profile**

* Overview of qualifications & themes in the body of the resume
* Break it down into categories
* Include items such as:
	+ Languages
	+ Computer proficiencies
	+ Customer Service
	+ Communication
	+ Leadership
* Reference the qualifications/requirements section of desired position

**Education**

* Degree
* Major
* University Name, City & State
* GPA – if at or above 3.0
* Anticipated graduation month & year
* Concentration or Minor
* Relevant coursework – if you don’t have much related experience

**Experience**

* Include all experience
* Job title
* Company Name, City & State
* Date range of employment
* Bullet-points describing accomplishments
	+ Do not use personal pronouns (I, me, we, my, etc)
	+ Use strong action verbs to describe
	+ Quantify if possible
	+ Use keywords from job description of desired position

**Extras**

* Associations – Officer positions, memberships
* Certifications – CPR, Excel
* Volunteer/Community Service – GoGreenville, Washington Center Days
* Church – music, teaching, etc.

***Contact us with questions or for resume review!***

careers@bju.edu

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