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entire document

Font Styles: Times
New Roman or Arial

AMANDA FIXTA

818 Harper Lane • Norfolk, NE 68701 • (402) xxx-xxxx • amanda@yahoo.com

OBJECTIVE

Admission into the Northeast Community College Physical Assistant Program

Use clear,
concise
objective

EDUCATION

Bachelor of Science Degree in Exercise Science, May [Year]
Name of College/University, City, ST
GPA: 3.4

Include GPA if 3.0
or higher

Associate of Arts Degree in Personal Training, May [Year]
Northeast Community College, Norfolk, Nebraska
GPA: 3.8

Name High School, City, ST, May [Year]
GPA: 3.9 Graduated with honors Rank: 4th out of 65 in graduating class

Certifications: CPR, AED and Lifeguard, all current

Languages: Speak and write English and Spanish language

EMPLOYMENT

Personal Trainer, Max Fitness, Omaha, Nebraska May [year]-Present
Supervisor: FName LName, (402) xxx-xxxx

Start each
description
with a strong
action verb.

- Evaluate clients' abilities, needs and physical conditions, and develop suitable training programs to meet fitness goals.
- Observe clients and inform them of corrective measures necessary for skill imporement.
- Plan routines and exercises for each set of muscles.
- Provide clients with information and resources regarding nutrition, weight control, and lifestyle issues.

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

Lifeguard, City of Norfolk, Nebraska Summer, [year]

Supervisor: FName LName, (402) xxx-xxxx

- Taught swimming lessons to all ages and levels of swimmers.
- Ensured safety of patrons through enforcement of pool policies.

Telemarketer, Tompo Call Center, Norfolk, Nebraska June [year]-May [year]

Supervisor: FName LName, (402) xxx-xxxx

- Contacted businesses by telephone in order to solicit sales.
- Maintained accurate records of contacts, accounts and orders.

COACHING & VOLUNTEER EXPERIENCE

Coach, Girl's Softball, ages 13-18, City of Norfolk, [dates]
(402) xxx-xxxx

Volunteer, Hope Hospital, Norfolk, NE, [dates], 5 hrs per week, Patient care
Supervisor: FName LName (402) xxx-xxxx

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

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ACTIVITIES & HONORS

Intramural Sports, Basketball, [dates]
Board of Governor's Scholarship Recipient
College Softball, [dates]
Coach: FName LName (402), xxx-xxxx
High School Softball, [dates]
Coach: FName LName (402), xxx-xxxx

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

REFERENCES

Mr. Current Employer Title Company Name Address City, State, Zip Code (XXX) XXX-XXXX Email Address	Ms. Former Employer Title Company Name Address City, State, Zip Code (XXX) XXX-XXXX Email Address	Mr. Instructor Title College Address City, State, Zip Code (XXX) XXX-XXXX Email Address
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Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references. Make sure they can talk, in detail, about your background, skills and character.

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
This statement is placed after your name heading.
- When writing the resume to apply for the PTA program, be sure to refer to the Rubric Application Score Card to ensure you are submitting all the required information.
- Two page resumes are acceptable, just be sure that your most important information is seen on page 1.
- 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, Relevant Coursework, Special Project, Internship, Military, Medical Experience, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up on application materials as needed.