**Department of Exercise and Sport Science**

**Pre-Professional Program** – General Guidelines for the Standardized Resume

* Your resume is a summary of your various life experiences as they relate to your goal of a health related professional career after graduation. Information is categorized in sections chronologically with most recent to least recent.

Potential sections to consider including:

 EDUCATION: College educational background including honors and awards;

Students from UW-La Crosse only graduate in May, August, or December.

HEALTH PROFESSIONS RELATED EXPERIENCE: related employment and volunteer opportunities related to the health professions. Include high school activities if they relate to the health professions.

 OTHER EXPERIENCE: employment that is not related to the health professions.

CAMPUS AND COMMUNITY INVOLVEMENT: College and community leadership opportunities that do not relate to the health professions.

Some Optional Categories (if you have the background)

 CERTIFICATIONS

 RESEARCH ACTIVITIES: Use title and your role in the activity (subject, author, data collector).

 RELATED CLASS PROJECTS: Only papers/projects related to Fitness

 ATHLETIC ACHIEVEMENTS

 CROSS CULTURAL EXPERIENCES

* Resumes change constantly as we gain experiences. Update each semester.
* Every resume differs because you are unique and so are your experiences.
* Create an original Microsoft Word document; don’t use templates.
* Be consistent with fonts and bullets to maintain uniformity throughout your resume.
* Eliminate personal pronouns, for example, I, my, their and our.
* Experience entries contain a job title, organization name, city, state and dates (in the right margin); avoid excessive use of dates in other categories. Entries describe skills learned/ used with different action verbs/adverbs. Use 2 tenses Present and Past.
* After the workshop, we recommend that you have your resume critiqued in an appointment at Career Services in Centennial Hall. Telephone 608-785-8514 for the appointment desk. Stacy Narcotta-Welp is assigned to help ESS Fitness and Pre-Professional majors. Her email is snarcotta-welp@uwlax.edu.
* After your critique, you may upload your resume into your Handshake account. You may access your account at this link: <https://uwlax.joinhandshake.com>

**EXAMPLE OF PRE-PROFESSIOHAL RESUME ON NEXT PAGE**

**Philip O. Therapy**

therapy.phil@uwlax.edu ● 1113 Vine Street, Apartment 1, La Crosse, WI 54601 ● (763)-226-7677

**Education**

University of Wisconsin-La Crosse, La Crosse, WI Anticipated May 2019

Bachelor of Science

Major: Exercise and Sport Science - Pre-Professional

Minor: Nutrition

GPA 3.6/4.0 Dean’s List

**Health Professions Related Experience**

**Physical Therapy Club Member** August 2016 - Present

University of Wisconsin-La Crosse, La Crosse, WI

* Provide 40 massages during a volunteer fundraiser each year
* Create tie blankets for 20 families people in the La Crosse community
* Collect donations for the Salvation Army Bells during yearly winter holiday season
* Listen to multiple professional presentations about graduate programs and Physical Therapy opportunities

**Certified Nursing Assistant** May 2017 - Present

Bethany Riverside Assisted Living Facility, La Crosse, WI

* Assist staff physical and occupational therapists during weekly resident assessment appointments
* Perform personal care and hygiene maintenance for multiple residents during weekly shift
* Lead range of motion activities for a variety of residents
* Maintain a safe and clean environment that enables residents and staff to conduct daily activities

**Wellness Center Staff** September 2015 – August 2017

YMCA Wellness Center, La Crosse, WI

* Cleaned and maintained facility equipment including re-stocking supplies and sanitation duties
* Developed relationships with over a hundred members and delivered excellent customer service
* Assisted dozens of members with various activities and services each shift

**Health Professions Volunteer Experience**

**Volunteer Intern** May 2016 – August 2016

Fox River Nursing Home and Rehabilitation Center, Appleton, WI

* Accumulated 265 hours of Physical, Occupational, and Speech Therapy observation
* Assisted with a wheel chair follow, including standing, walking and slide boards
* Helped file paperwork and send out mail
* Developed personal relationships with the over 75 residents and staff

**Volunteer** June 2016-August 2016

Bridgewood Nursing and Rehab Facility, Neenah, WI

* Assisted the activities director in facilitating a variety of wellness activities for over 40 residents
* Helped residents cook meals, complete daily needs, maintain fine motor skills, and memory

**Certifications**

First Aid and AED June 2016

Cardiopulmonary Resuscitation (CPR) May 2016

**Research Experience**

Assistant - Study on Effectiveness of Shape-Up Shoes, Dr. John O’Keffee – Researcher, UW – La Crosse May 2017

**Work Experience**

Server, Stone Toad, Neenah, WI June 2015– August 2016

Lifeguard, Fox Valley YMCA, Neenah, WI June 2015 - June 2016

Cashier, Festival Foods, Neenah, WI June 2016 – August 2016

**Campus and Community Involvement**

La Crosse Fitness Festival Course Marshal, La Crosse, WI September 2016

Habitat for Humanity Site Lead, Oshkosh, WI May 2016

Philip O. Therapy, p. 2