**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 being accepted into the Fitness Major. Information is categorized in sections chronologically with most recent to least recent. Required sections include:

 EDUCATION: College and high school educational background including honors and awards; Students from UW-La Crosse only graduate in May, August, or December.

HEALTH PROFESSIONS RELATED EXPERIENCE: including job shadows, related employment and volunteer opportunities related to fitness. Include high school activities if they relate to Fitness.

 OTHER EXPERIENCE employment that is not related to Fitness

CAMPUS AND COMMUNITY INVOLVEMENT include college and community leadership opportunities that do not relate to fitness

 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.
* We recommend that you have your resume critiqued in an appointment at Career Services in the Centennial Hall. Telephone 608-785-8514 press 0 for the appointment desk of Career Services. 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 2018

Bachelor of Science in Exercise and Sport Science

Major: 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 Observation and Volunteer Experience**

**Job Shadow** September 2017

Gundersen Lutheran Medical Center Physical Therapy Department, La Crosse, WI

* Observed a variety of Physical Therapists for 40 hours during various types of client appointments
* Created splints, casts, and other implementations as needed

**Job Shadow** November 2016

Onalaska Care Center Physical Therapy Department, Onalaska, WI

* Observed Dr. Joe P. Therapy for 20 hours during a variety of appointment types
* Discussed patient diagnoses, treatment rationale, and professional philosophy with Dr. Therapy

**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 Participant Experience**

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

Study on Toe Impact Running, Dr. Judy Ross – Researcher, UW – La Crosse January 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**

UWL Rec Sports Turkey Trot Participant, La Crosse, WI October 2017

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

Habitat for Humanity, Oshkosh, WI May 2016