

## SAMPLE STUDENT

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### PERSONAL TRAINER

Certified Personal Trainer with a strong desire to help others achieve their health and wellness goals. Passionate about creating personalized workout plans and fostering a supportive environment to motivate and encourage clients to thrive. Excellent communication skills in both Spanish and English.

### CERTIFICATIONS

Certified Personal Trainer, American College of Sports Medicine (ACSM) July 20xx  
Basic Life Support (BLS) Certification, American Heart Association May 20xx

### EDUCATION

Harper College, Palatine, IL  
Associate in Arts Expected Graduation May 20xx  
Personal Training Certificate May 20xx

### RELEVANT COURSEWORK

Basic Weight Training	Exercise Science
Exercise Technique and Instruction	Sports Psychology
Fitness Assessment and Programming	Health
Human Anatomy and Human Physiology	Fundamentals of Nutrition

### SKILLS

Fluent: Spanish and English  
Microsoft Office: Word, Excel, and PowerPoint

### EXPERIENCE

Lifetime Fitness, Schaumburg, IL  
**Front Desk Greeter / Floor Host** September 20xx to Present

- Provide highest level of customer service to members, prospective members, and guests by professionally answering questions and engaging clientele
- Scan IDs, answer phones, update accounts, and maintain order of lobby area
- Assist members in cardio area with TVs and fitness equipment technology
- Return equipment to its proper place for member use
- Promote and direct members to special events

IKEA, Schaumburg, IL  
**Sales Associate / Cashier** May 20xx to September 20xx

- Provided visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensured that returns and exchanges were completed accurately and in timely manner
- Followed all cashier balancing policies and procedures

### VOLUNTEER EXPERIENCE

Palatine Park District, Palatine, IL  
**Coach** June 20xx to Present

- Coach individuals with disabilities in recreational environments
- Design activities based on abilities and needs
- Referee soccer and lacrosse games, maintaining a fun and safe environment