

James Wilson

704 West Park Avenue Greenwood, MS 38411 662-555-1234 jmwilson@email.net

Summary of Skills

Highly Motivated • CPR Certified • Microsoft Word, Excel, & PowerPoint • Basic Spanish • Team Player • Strong Commitment to Active Lifestyle

Education

20xx-Present	Delta State University Bachelor of Education Major: Exercise Science, GPA 3.8 Anticipated Graduation Date: May 20xx	Cleveland, MS
20xx-20xx	Horn Lake Community College Associate of Arts Major: Business Administration	Horn Lake, MS

Experience

20xx-Present	Delta State University Health Challenge <i>Student Personal Trainer</i> <ul style="list-style-type: none">• Assess clients' fitness levels and body composition• Design and monitor exercise program• Conduct gym hygiene and safety orientations• Evaluate clients' fitness goals and provide feedback on exercise program	Cleveland, MS
20xx-Present	Delta State University College of Education <i>Student Office Assistant</i> <ul style="list-style-type: none">• Assisted Dean's secretary in daily office tasks• Provided help to faculty to prepare for classroom lectures• Designed spreadsheet to for student data	Cleveland, MS
Summers 20xx-20xx	Delta State University O.K.R.A Camp <i>Counselor</i> <ul style="list-style-type: none">• Developed child nurturing through physical activity• Invented positive reward based point system for children's behavior• Created three interactive games involving math and movement• Oversaw activity of 75 campers	Cleveland, MS
20xx-20xx	Desoto Athletic Club <i>Fitness Assistant</i> <ul style="list-style-type: none">• Monitored guest traffic flow and assisted patrons with membership issues• Scheduled personal training appointments for staff trainers• Performed routine safety and inventory audits• Trained new employees	Southaven, MS

Honors and Activities

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- DSU Athletic Training Educational Program
 - Dean's List
 - Vice President, Physical Education Majors Club
 - Member, Health, Physical Education and Recreation Society
 - Volunteer, American Cancer Society
 - Chaplain and Membership Chair, Kappa Alpha Order

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References

Mr. Kevin L. Shelton

Former Supervisor / Owner & Partner
Desoto Athletic Club
Southaven, MS 31212
(662) 2255-8862
Shelton@dac.com

Mrs. Angie Williams

Supervisor
College of Education
Delta State University
Cleveland, MS 38733
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Dr. John Alvarez

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Mr. Jason Umfress

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July 28, 20xx

Dr. Albert Nylander
Graduate and Continuing Studies
Delta State University
P.O. Box 2222
Cleveland, MS 38733

Dear Dr. Nylander:

I have been accepted into the Master of _____ program at Delta State University for the Summer 2011 semester, and I am interested in securing a Graduate Assistant position in _____ (list division/department here) _____. I possess the knowledge, experience, skills and talent to make a contribution to the organization.

I have a well-rounded education background, and I am looking for an opportunity to put my skills and knowledge to use. The graduate assistant position would allow me the opportunity to utilize my athletic training abilities to help DSU students.

I will receive my Bachelor of Science degree in Health, Physical Education and Recreation from Delta State University in May 20xx. In addition to excelling in such valuable courses as _____ and _____, I have learned a great deal about _____ through my observation and experience. I am also a participant in DSU's Athletic Training Educational Program, a rigorous program designed to successfully prepare students in the field of athletic training.

I am excited about the possibility of joining DSU as a graduate assistant. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

James Wilson

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Enclosure

Exercise Science/Athletic Training Interview Questions

- Do you love to win or hate to lose?
- What type of exercise program might you develop for a wheelchair-bound senior and how would you implement the program with the client?
- How do you plan to assess a new client? What methods have you used for assessing a client's ability?
- Let's say that I am going to come to your worksite today and observe you working with a client. What will I see?
- How might you go about developing an exercise program for a client that is severely obese? What must you take into consideration before beginning?
- Name three potential injuries, which could result from a strength-training program for seniors. How would you treat or respond to these injuries?
- What type of exercise program might you develop for a client who is pregnant?
- Describe a time when you encouraged a person who was not willing to do something you wanted them to do.
- Tell me about a time when you experienced a lack of motivation. What caused this? What did you do about it?
- What was the most valuable classroom experience you had at Delta State University with regard to your major in Exercise Science? What made it so valuable?
- Recall a time when you participated on a team. Tell me about an important lesson you learned that is useful to you today.
- Tell me about one of the most difficult and demanding tasks you have had to complete, whether during school or at work. Were you satisfied or dissatisfied with the outcome? Why?
- What was the most valuable aspect of your internship experience?
- How do you deal with difficult people?
- Why do you think you would be good in this profession?
- What were the three most important aspects for you when you chose this as a career?
- What were your major accomplishments during your internship?
- Can you tell me about the most difficult client you have had to work with? What made working with that person so difficult? How did you overcome the difficulty?