# FIRST MIDDLE LAST NAME

Professional Email | 434-395-2000 | LinkedIn URL

# EDUCATION

**Longwood University Farmville, VA**

*Bachelor of Science in Kinesiology May 2022*

Minor: Outdoor Education

GPA: 3.43

Dean’s List (3 semesters)

Division I Student Athlete- 4 semester scholarship recipient

# LEADERSHIP EXPERIENCE

**Longwood University Student-Athlete Advisory Committee Farmville, VA**

*Women’s Soccer Team Rep Fall 2020-Present*

* Facilitate and participate in weekly meetings to identify, discuss, and determine action on issues related to Longwood Athletics and student-athletes
* Disseminate information to team members in a timely and organized manner
* Plan and host 3+ fundraising and engagement activities per year

# ORGANIZATIONAL EXPERIENCE

**Longwood University Women’s Soccer Team Farmville, VA**

*Scholarship Player Fall 2019-Present*

* Follow, promote, and engage with team guidelines and instructions to ensure a positive and professional winning atmosphere
* Ensure development of self and teammates during practices and individual instruction with the goal of continual improvement
* Develop and maintain strong teamwork, cohesion, and respect within the team and coaching structure

# Outdoors Club Farmville, VA

*Secretary Fall 2019- Present*

* Develop and distribute chapter meeting agendas, notes, and paperwork in accordance with President’s goals
* Maintain chapter facilities, including oversight of ordering, inventory management, and cleaning
* Ensure adherence with National standards for chapter conduct via recordkeeping, interviews, and oversight of members

# VOLUNTEER EXPERIENCE

**Madeline’s House Farmville, VA**

*Volunteer January 2019-Present*

* Greet constituents with a pleasant attitude upon entering the pantry to promote compassion and respect
* Assist with clerical duties
* Organize donations
* Inputting program data into spreadsheets

# RESEARCH EXPERIENCE

The Effects of COVID-19 on Adult Weight Fluctuation, *April 2021*

# HONORS AND AWARDS

**Player of the Week**, Big South Sports Conference, awarded *6 times*

# SKILLS

**Technology:** Microsoft Office Suite, Zoom, Slack

**Certifications:** CPR and First Aid, *expires May 2025*

**Format**

|  |  |  |
| --- | --- | --- |
| * Do NOT use a template.
* 1 to 2 pages for a targeted resume. A master resume, which has ALL your information, can be longer.
 | * Use the same 10 point font throughout your resume with .5 margins.
* You can choose what sections are most important to you and have those first, other than education

which should be first. | * In each section, rank your experiences from top to bottom from either most recent OR most relevant
* Bold and Italicize words but do not use different fonts and many different sizes
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * ALWAYS at the top
 | **Contact Information*** Add your phone number, professional email, and URL to LinkedIn profile
 | * Do NOT put your address
 |  |

**Education**

|  |  |  |
| --- | --- | --- |
| * Remove anything from High School
* Add study abroad experiences after your degree. Include location and date
 | * Add any degrees even if not from Longwood
* Includes any minors or concentrations as well as Dean’s List or President’s List
 | * Include GPA if over 3.0
* You don’t need to write “expected graduation” before you include your day (Just say “*May 2025*”)
 |



**Experiences**

|  |  |  |
| --- | --- | --- |
| * Make your experience section headers match with YOUR unique experiences
 | * Use the same format of titles, locations, and dates throughout your entire resume
 | * Always start with a strong action verb and add the How, What, or Why. Everything has transferable skills! Show them!
 |
| * Use the correct present or past tense verb
 | * Each experience should have 2-6 bullet points, depending on the experience
 | * Do not put periods at the end of your statements
 |



**Activities**

|  |  |  |
| --- | --- | --- |
| * If you held a leadership position in your organization you can put under “Leadership Experiences” If not, put involvement here
 | * Make sure you have the Organization name and the dates you were involved
 | * Your activities do not have to be Longwood related
 |

**Skills**

|  |  |
| --- | --- |
| * Do not put “soft skills” here, they need to be skills such as technology, languages, or certifications.
 | * If you have multiple certifications, you can have

a separate section. Make sure to add the expiration date! |

