

# RESUME BASICS

## Create a personal marketing tool.



SCHOOL OF  
**PUBLIC HEALTH**  
Office of Career Services

### RESUME VALUE

The resume is meant to convey to an employer or graduate program that you are the right candidate and are capable of doing the job based on your past experience, skill set, and accomplishments.

The athletic training resume, if done effectively, will include these consistent elements:

- Education section
- Detailed athletic training program experience
- Certifications
- Professional affiliations

### RESUME TIPS:

- Avoid abbreviations, slang, acronyms, personal pronouns, and jargon
- Exclude personal information (i.e. religion, birthday, photo, etc.)
- Proofread to ensure it is error-free
- The majority of athletic training resumes are two pages in length

### BEFORE YOU START

#### CREATE A MASTER RESUME

Write down everything you have done since coming to IU. Reflect back to all interactions with athletes, teams, or organizations. List everything including volunteer experience, internships, shadowing, jobs, relevant coursework, student clubs or groups, and study abroad.

### START YOUR RESUME

#### PULL TOGETHER THE PIECES

Create an education section and potentially computer skills, language or additional sections. Begin creating “experience blocks”, consisting of organization/company, job title, location, dates and accomplishment statements.

### TAILOR FOR THE POSITION YOU WANT

#### REFERENCE JOB DESCRIPTION

Read the job description making note of skills or traits mentioned. Make a list of the skills you would like to highlight through your resume. The resume on the next page is an example of a tailored resume.

### MORE TIPS

#### APPEARANCE MATTERS

Spend time formatting your resume by integrating bold and italics appropriately and using punctuation consistently. Appearance make the first impression.

#### SKILL VERBS

Use tense specific action verbs to begin each bullet point. Diversify your action verbs to convey several transferable skills and to align with the position. Utilize the Action Verb Handout.

#### ACCOMPLISHMENT STATEMENTS

Create bullet points that highlight accomplishments and contributions made rather than tasks completed. Bullet point formula: Action verb + what + how + why/result

# RESUME

## Parts of the resume and sample.



SCHOOL OF  
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Office of Career Services

### HEADING:

- Increase font size of name
- Address, email, and phone
- Current school and/or home address

### Eva Carlson

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### OBJECTIVE (OPTIONAL):

- Avoid an objective if you are submitting a cover letter
- Useful to include if attending a networking activity or event such as a career fair or information session
- Formula: Action verb (seeking or to obtain) + specific position or industry + most relevant skills

### EDUCATION BLOCK:

- Indiana University and School of....
- Current degree
- Include major(s) and minor(s)

#### Include

- Graduation date
- GPA
- Honors

### ATHLETIC TRAINING BLOCK:

Be consistent in formatting:

- Name of employer
- Position title
- Location and dates
- 2 to 5 bullet points
- Focus on SKILLS
- Past or present? If active write in the present tense, inactive past tense.
- Include jobs, internships, volunteer or leadership experience, study abroad, coursework, and student clubs or groups

### TAILORED HEADINGS:

- Avoid generic block headers such as Experience or Activities
- Guide the employer to your skills
- Consider block headers such as Fitness Instruction, Healthcare, Nutrition, Hospitality, or Leadership Experience
- Consider how to frame your experience to make it relevant to the position for which you are applying

### EDUCATION

**Indiana University**, School of Public Health, Bloomington, IN

*Bachelor of Science in Kinesiology*

Major: Exercise Science, Pre-Athletic Training

May 2020

GPA: 3.6/4.0

### ATHLETIC TRAINING PROGRAM EXPERIENCE

#### **Wrestling Team – Indiana University**

*Athletic Training Student*

Bloomington, IN

January 2020-Present

- Create rehabilitation plans and progressions for injured athletes to increase range of motion, strength, balance, proprioception, stabilization, and functionality for an efficient return to play
- Document SOAP notes on new injuries and illnesses, keep daily progress notes, and update maintenance records in the Sports Injury Maintenance System (SIMS)
- Consult with athletes and answer questions about injuries and rehabilitation plans providing excellent care
- Perform weight certifications to monitor athletes' lowest allowable weight

#### **Men's and Women's Track and Field – Indiana University**

*Athletic Training Student*

Bloomington, IN

August 2019-December 2019

- Developed, implemented, and monitored prevention strategies for at-risk athletes allowing for safe physical activity
- Provided first aid coverage for visiting teams and managed emergencies with a team of six
- Prepared hydration stations and stocked medical kits before each competition ensuring all necessary resources were available during events
- Built rapport with athletes by explaining injuries and providing encouragement during treatment

#### **Football Team – Indiana University**

*Athletic Training Student*

Bloomington, IN

August 2018-December 2018

- Maintained equipment and facility cleanliness to ensure the health and safety of athletes
- Assessed and evaluated injuries and developed treatment programs in collaboration with a certified Athletic Trainer
- Applied various taping techniques and therapeutic modalities under the guidance of the Head Athletic Trainer
- Selected, applied, evaluated, and modified appropriate protective equipment, taping, wrapping, bracing, padding, and other custom devices to enhance athletes' health and ability to play

# RESUME

## Sample continued.

### LEADERSHIP BLOCK:

Leadership is a key competency for athletic trainers. Include leadership experiences.

- Name of employer or organization
- Position title
- Location and dates
- 2 to 5 bullet points
- Focus on SKILLS
- Past or present? If active write in the present tense, inactive past tense.

### OTHER EXPERIENCES BLOCK:

Consider experiences outside of athletic training which have developed important skills. Format this block using the same format as previous.

- Name of employer
- Position title
- Location and dates
- 2 to 5 bullet points
- Focus on SKILLS
- Past or present? If active write in the present tense, inactive past tense.
- Include jobs, internships, volunteer or student clubs or groups

### ADDITIONAL INFORMATION:

Pertinent information in the following optional sections.

- Athletic Training Affiliations
- Certifications relevant to the field
- Professional research
- Awards

### Varsity Football – Bloomington High School South

Bloomington, IN

*Athletic Training Student*

January 2018– May 2018

- Collaborated with an athletic training team of three to provide first aid, taping, and hydration during games and practices
- Organized equipment and stocked supplies in the athletic training facilities for use in treatment

### LEADERSHIP EXPERIENCE

#### Alpha Sigma Alpha Sorority, Indiana University

Bloomington, IN

*Alumni Relations Chair*

September 2018-Present

- Communicate with alumni in order to create and maintain alumni support for the organization resulting in \$20,000 of new alumni donated funds
- Promote alumni–chapter interaction through the planning of six alumni social events each year attended by over 450 members
- Manage a committee by conducting meetings, organizing schedules and delegating tasks

#### Camp Mataponi Falls

Ester, MO

*Camp Counselor*

May 2017 – August 2017

- Managed a group of 30 thirteen-year-old campers over the course of two months ensuring their safety and engagement with the camp community
- Led a first aid response team of four which provided care for over 350 campers
- Instructed individual and group lessons on a variety of sports, adapting the activity plans to each campers' skill level and experience with the sport

### ADDITIONAL EXPERIENCE

#### Division of Recreational Sports

Bloomington, IN

*Group Exercise Leader*

August 2017-Present

- Lead 30-60 participants in 30, 45, and 60 minute cyclefit, yoga and aquatic sessions
- Design routines with safe and effective options for various participant skill levels in order to make each session applicable to all participants

#### Chester Restaurant

Ester, MO

*Hostess*

May 2016 – August 2016

- Greeted guests and assigned patrons to tables suitable for their needs
- Communicated with kitchen staff, management, customers, and serving staff to ensure that dining details were handled correctly and all customer concerns were addressed
- Consulted with customers to ensure they were having an enjoyable experience
- Operated the register and accounted for \$2,000 nightly in sales

### PROFESSIONAL AFFILIATIONS

National Athletic Trainers' Association (NATA), Member  
Great Lakes Athletic Trainers' Association (GLATA), Member  
Indiana Athletic Trainers' Association (IATA), Member

August 2017 – Present

August 2017 – Present

August 2017 – Present

### CERTIFICATIONS

American Council on Exercise Group Fitness  
American Red Cross CPR/AED for Professional Rescuers  
American Red Cross First Aid

September 2013

June 2013

April 2013

# REFERENCES

## A separate page.

References should be formatted on a separate sheet from the rest of the resume, although the resume and references will often be submitted at the same time. Your reference sheet should begin with the same contact header you have used on your resume. For each reference, be sure to include the following information: name, title, organization they currently work for, work address, work phone, and work email.

Be sure to select professional references. This list should include your past supervisors, certified Athletic Trainers you have worked under, and faculty members you have a strong relationship with who can truly speak to your abilities. Typically, you will be asked to submit 3-5 references. List your references either in the order you would like them to be called or alphabetically. If you are applying for a graduate program, you will be asked to submit letters of recommendation. Follow the directions of the employer or the graduate school on the application when determining when to submit your references.

### **Eva Carlson**

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#### **REFERENCES**

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##### **Jackie Jones, Ph.D., LAT, ATC**

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##### **Carol Stemps**

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##### **Tom Wade, LAT, ATC**

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