

## RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

### **Special Considerations**

**Length:** Typically, resumes can be one-two pages, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field/industry.

**Style:** Typically, it is appropriate to utilize a personalized, yet traditional resume style. Be prepared to speak about and/or demonstrate examples of experience, knowledge, and skills (i.e. programming or activity design, resource/service marketing, virtual programming, one-on-one patient/client work, client goal setting, etc.).

**Unique Sections:** Be sure to include your relevant (or required) certifications or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, or experience (job shadowing, community and worksite wellness internships, experience with client/patient/member populations, volunteer/community outreach, course project work, etc.).

**Other Things to Keep in Mind:** It is essential to have a document that is easy to quickly scan (read). To do this, organize your content according to what is required and relevant to the position, program, and industry/field.

### **Organization & Layout**

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

### **Fonts & Style**

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

### **Sections & Information**

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

# Name

Email  
Telephone

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## EDUCATION

University of Wisconsin-Stevens Point (UWSP)  
Bachelor of Science: **Health Science & Wellness**  
Minor: **Psychology**

Expected Graduation: December 2023

## RELEVANT CERTIFICATIONS & KNOWLEDGE

- BLS certification (First Aid, CPR/AED)
- *SafeZone* Inclusivity training
- Community Health & Wellness Outreach
- Marketing & Social Media Outreach
- Group and Peer Support Strategies
- Motivational Interviewing
- Exercise Physiology
- Health and Wellness Program Development
- Mindfulness-Based Stress Reduction

## EXPERIENCE

### Community Wellness Practicum

January 2023 - May 2023

Copper Falls Community Wellness Co-operative, Rhinelander, WI

- Created monthly newsletters and messaging campaigns using Microsoft Office (Word, PowerPoint, Publisher), and social media (Facebook, Instagram, Twitter)
- Designed a community health competition which encouraged participants to measure and monitor effectiveness of implementing healthy habits and peer support
- Created a Cyberbullying Recognition program and presented to students (ages: 15-18)

### National Wellness Institute - Student Chapter

September 2020 - February 2022

University of Wisconsin-Stevens Point, Stevens Point, WI

- Facilitated *7-Dimensions of Wellness* presentations across five counties throughout Wisconsin
- Promoted health and wellness to student across campus by providing events and tours

### Employee Wellness - Worksite Wellness Practicum

September - December 2022

University of Wisconsin-Stevens Point, Stevens Point, WI

- Wrote weekly wellness articles focusing on nutrition, meditation, and stress reduction
- Managed blood pressure screening program and one-on-one health check-in outreach
- Organized community health fair and co-coordinated 30+ vendors in attendance

### UWSP Student Athlete (Basketball)

September 2019 - May 2021

University of Wisconsin-Stevens Point, Stevens Point, WI

- Developed efficient and effective organizational and time management skills by balancing a rigorous schedule of coursework, practices, games, and community outreach
- Initiated and led fundraising and event volunteering efforts for local food fair and stress-reduction workshops for single-parent families

### Wellness Center Staff

September 2016– August 2019

Quad-City Area YMCA, Pelham, IL

- Fostered a positive atmosphere by greeting members and maintaining site and machine cleanliness
- Promoted participation in health and fitness classes