

SAMPLE STUDENT

Palatine, IL 60067

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PERSONAL TRAINER

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 Degree Expected Graduation May 20xx
Personal Training Certificate May 20xx

RELEVANT COURSEWORK

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

SKILLS

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

EXPERIENCE

Front Desk Greeter / Floor Host

Lifetime Fitness, Schaumburg, IL September 20xx to Present

- Provide highest level of customer service to members, prospective members, and guests by professionally answering questions and engaging clientele
- Scan membership ID's, answer phones, update members' accounts and maintain orderly 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

Sales Associate / Cashier

IKEA, Schaumburg, IL 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

Volunteer Coach

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

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