

KINESIOLOGY, Health, Sport, Recreation & Related Fields

Application Letter, Resume & References – Entry-Level Positions

Tailor resumes for each application. Revise headings, order and content to highlight your related strengths.

Job Scam Protection: Concerned? Provide only your cell number, email address and/or LinkedIn invitation.

Kim Genereux

Margins: 1" (2.54 cm) margins all around.

123 Sunset Rd. Regina, SK S4S 9F2

Cell: 306-123-4567

Email: trevenak@uregina.ca

www.linkedin.com/in/kellytrevena

Highlight of Qualifications: Highlight relevant skills, qualifications and experience. Note details, statistics and results.

Highly motivated, personable and resourceful ____-year KHS Student specializing in ____ seeking position as _____. Experienced in planning and facilitating activities and events for _____. Commended for _____. Collaborative team member who _____. Demonstrated skills and abilities include:

Needs Assessment, Event Planning, Business Ethics, Volunteer Management _____, _____, Intercultural Communication, Leadership, Teamwork & Collaboration, _____, _____

Education

Option: Include a keyword summary using keywords from the posting to highlight your related strengths.

Bachelor of Sport & Recreation Studies – Sport & Recreation Management

20XX–present

University of Regina, Regina, SK

(completion Apr. 20XX)

Scholarships & Awards

Other Heading: Honours & Awards

- Dean's Honours List, Faculty of Kinesiology & Health Studies 20XX
- Youth Leadership Award, Community Builds, Regina 20XX

Memberships

- Kinesiology and Health Studies Student Society, University of Regina 20XX–present
- Saskatchewan Parks & Recreation Association – Associate Member (Student) 20XX–present

Professional Development & Certificates (selected)

- Certified Personal Trainer (CPT) In Progress
- Standard & Emergency First Aid; Cardiopulmonary Resuscitation (CPR) 20XX
- Level 1 & 2 Coaching Theory, National Coaching Certification Program 20XX
- See attachment for complete record

List recent and relevant training. **Option:** Attach a complete list.

Other Headings: Related Skills & Experience, Relevant Skills & Achievements

Relevant Knowledge, Skills & Experience

Option: Solid record of related work experience? Replace this section with Related Experience.

Program & Event Planning

- Assisted with developing recreational programs for children and youth including _____
- Collaborated with stakeholders to plan _____
- Coordinated instructors for _____
- As a _____ (volunteer), collaborated with team members to propose a _____
- *Related Courses:* Venue & Event Management, Program Delivery & Management, Leadership

Note some details, examples and statistics.

Titles of relevant courses.

Marketing & Promotions

- Developed effective social media promotional campaigns that resulted in increased enrolments. Examples: RSA Summer Sports Camp (+9%) and Basketball for Teens (+12%)
- Recognized with monthly sales awards for promoting products and increasing sales

Administration & Management

- Assisted with developing administrative policies and procedures in key areas: human resources, program implementation, facility operations, contract negotiations and _____
- Utilized managerial accounting systems to prepare budget estimates and financial statements. Course project: *Title*
- *Related courses:* Human Resource Management and Industrial Relations, Financial Accounting

Communication, Leadership & General Skills

- Demonstrated leadership and communication skills (e.g., Coach and Referee)
- Seek challenges and apply task analysis to ensure project completion by deadlines

Customize Each Resume: Analyze the requirements, sort them into categories and name—use these as headings to structure this section. Use keywords from the posting to write phrases about your related skills and abilities. Include examples and results from your academic, volunteer and/or employment experience.

Other Headings: Work Experience, Related Experience

Relevant Experience

Sports Program Assistant

Regina Sports Association (RSA), Regina, SK

May 20XX–present
(part-time)

- Plan sports and recreational programs for children and youth (5-18 years) including _____
- Represent the RSA in media interviews (television, print, radio)
- Liaise with community and provincial stakeholders including _____
- _____

Hockey Referee

Cote Winter Games, SK

March 20XX
(casual)

- Officiated 25+ hockey games for youth athletes (pee wee, bantam, midget)
- Demonstrated and ensured respect in handling game conflicts and decision-making
- _____

Softball Coach (volunteer)

FHQ Tribal Council, Fort Qu'Appelle, SK

20XX–20XX

- Planned and conducted a safe training program for U16 Softball Team
- Introduced motivational strategies to facilitate team development: goal setting, _____ and _____
- Team improved league standing from ____ to ____-place

Sales Associate

Sports for All, Regina, SK

20XX & 20XX
(summer)

- Collaborated with sales team to plan and set up promotional events including _____
- Engaged customers to assess needs and advised them on 35 equipment lines including _____
- Recognized with 3 monthly sales award: "Top Salesperson" (highest sales)

Coordinator – Blood Donor Drive (volunteer)

University of Regina, Regina, SK

20XX–20XX

- Trained 15 volunteers on and delegated responsibilities
- Developed promotional activities and materials (e.g., posters, email notices)

Skills as Verbs: Use verbs to describe related skills (e.g., assist, develop, lead, organize).
Use past tense to describe work that ended. Add supporting details, statistics and examples.

Other Experience

- Server (part-time), The Restaurant, Regina, SK

Summers 20XX & 20XX

Option: If you use "Relevant Experience" above, add a section on "Other Work Experience."

Other Headings: Interests & Activities; Additional Memberships, Interests & Activities

Activities & Interests

Volunteer

- U of R Student Ambassador, University of Regina 20XX–present
- First Nations University of Canada Spring Celebration Powow – Trade Show Support 20XX & 20XX
- Queen City Marathon (QCM) – Aid Station, Regina 20XX & 20XX
- Canadian Cancer Society – Annual Campaign Canvasser 20XX-20XX
- Buffalo Days – Day Trip Attendant, Care Home, Regina 20XX
- _____

Many employers review this section for examples of valued assets (e.g., teamwork, leadership, communication).

Interests

- *Competitive sports:* softball tournaments, curling bonspiels
- *Recreational:* biking, jogging, camping, canoeing, cultural events, travel

References available upon request.

Important: Employers vary on when to provide references. When uncertain, check with the employer.