

Resume Samples

Note how the Objective strongly matches the original job description.

If some of your experience comes from UCSB, show the UCSB abbreviation in the Education section, establishing its meaning for later use.

Pat Gaucho

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OBJECTIVE:

A position that uses my abilities to coordinate recreational programming, to collaborate with colleagues, and provide strong customer service.

EDUCATION:

University of California, Santa Barbara (UCSB)

Expected graduation date: June 20xx

B.A., Economics, minor in Exercise and Sport Studies, emphasis in **Sport Management**

Minor GPA: 3.87

Cumulative GPA: 3.62

Relevant Course Work:

Sport Management

Applied Kinesiology

Sport Administration

Sport and Exercise Psychology

EXPERIENCE:

Intern, UCSB Recreation Center, Santa Barbara, CA

April 20xx - Present

- Assist in the planning and organization of 10 intramural soccer teams
- Coordinate the concurrent use of 5 soccer fields for a 16-team tournament
- Schedule referee staff for annual 3-weekend tournament
- Recruit and train student tournament staff
- Successfully mediate disagreements between student teams and management
- Negotiate for intramural Greek tournament in exchange for Greek sponsorship and staffing of Tiny Tots Tournament, resulting in cost reduction of \$3500

Supervisor, Woodstock's Pizza, UCSB

March 20xx - Present

- Promoted to supervisor after six months stint as counter-person
- Manage frequent changes to staff scheduling
- Provide input for employee evaluations
- Ensure adherence to health standards and OSHA policies

Assistant Coach, AYSO, Racine, WI

April-September 20xx & 20xx

- Participated in coordination of regional tournaments.
- Initiated and implemented phone tree to improve communication among players, players' families, and coaching staff.

Within any category (e.g. Experience) show most recent activity first, and then go back in time.

EXPERT ADVICE

TEXT ONLY RESUMES

A text-only resume is a clean version with no formatting except for some CAPS in the headings. You can make a no-frills form of your resume that recipients will appreciate.

1. Open your resume.
2. Choose SAVE AS from the file menu.
3. Choose TEXT, TXT, or ASCII for the file format.
4. Clean up the text so that it is clean & readable.
5. Send to your friends and family and get feedback on how easy it is for them to read.