



Fresh Kinetics

(915) 747-0000 | fkinetics@miners.utep.edu | in/freshkinetics

EDUCATION

Bachelor of Science in Kinesiology Anticipated: 05/20XX
The University of Texas at El Paso (UTEP)

Honors & Awards:

UTEP Presidential Scholarship Recipient, 06/20XX

Anywhere High School, El Paso, TX Graduated: 06/20XX
GPA: 98.5/100

Honors:

Top 5% of 20XX Class

Licenses / Certification

CPR/AED Certificate Expires: 05/20XX

EXPERIENCE

Team Sports Sales Associate 01/20XX – Present
Academy Sports and Outdoors El Paso, TX

- Provide camping and outdoor equipment suggestions to an average of 20 customers daily
- Handle up to \$1,000 daily operating the cash register for sales and returns
- Assist customer's questions in English and Spanish

Crew Member 06/20XX – 04/20XX
Baskin-Robbins El Paso, TX

- Assisted customers by serving and recommending a variety of ice cream flavors
- Managed drive-thru and walk-in traffic flow with a team of three coworkers
- Followed safe food handling requirements in preparing order requests

ACTIVITIES

Student Athletic Trainer, Anywhere High School 20XX – 20XX

- Assisted head trainer with football team by completing tasks such as taping, administering ice compression, and stretching for athletes
- Attended weekly meetings to learn new methods of athletic training rehabilitation methods

Student Council Member, Anywhere High School 20XX – 20XX

- Coordinating blood drives, local community agencies events, and conferences to bring campus awareness to the Drugs, Alcohol, Safety and Health (DASH) committee
- Helped organize events such as fundraisers, pep rallies, elections, parades, and dances

SKILLS

- Advanced conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar managing social media accounts for department promotions

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 7/23