

Example Resume (tailored toward job description with specific skills/knowledge highlighted)

Job Description

Intramural Sports Recreation Coordinator, Department of Recreation at University of Washington

Job Overview: Manage the comprehensive intramural program on campus, with emphasis on weekend sport tournaments

Requirements:

- Experience in managing or coordinating recreational programming
- Strong skills in communication and customer service
- Strong attention to detail
- Ability to collaborate and work in a team environment
- Strong commitment to student development
- Bachelor's degree in Kinesiology or Sports Management preferred

Review the following resume to see how we have incorporated the key skills and requirements from the job description above into the document.

Example Resume (tailored toward job description with specific skills/knowledge highlighted)

Pat Gaucho

Goleta, CA - (805) 893-0000 - pat.gaucho@ucsb.edu

OBJECTIVE:

To obtain the Intramural Sports Recreation Coordinator position utilizing my experience coordinating recreational programming and providing strong customer service.

EDUCATION:

University of California, Santa Barbara (UCSB) Expected graduation: June 20xx

Bachelor of Arts (B.A.), Economics

Minor in Exercise and Sport Studies, emphasis in **Sport Management**

Minor GPA: 3.87 | Cumulative GPA: 3.62

Relevant Coursework: Sport Management, Applied Kinesiology, Sport Administration, Sport and Exercise Psychology

RECREATIONAL PROGRAMMING EXPERIENCE:

Intern, UCSB Recreation Center, Santa Barbara, CA April 20xx-Present

- Work with a team to plan and organize field schedule for 10 intramural soccer teams by initiating and overseeing the use of a separate Google Calendar
- Coordinate the concurrent use of 5 soccer fields for a 16-team tournament providing enough time for set up, play, clean up, and transitions
- Recruit and train student tournament staff on recreation policies and procedures and schedule referee staff for annual 3-weekend tournament
- Successfully mediate disagreements between student teams and staff utilizing strong communication and customer service skills
- Negotiated for intramural Greek tournament in exchange for Greek sponsorship and staffing of Tiny Tots Tournament, resulting in cost-reduction of \$3,500

Assistant Coach, AYSO, Clyde Hill, WA April-September 20xx & 20xx

- Supported the coordination of regional tournaments around the Seattle, WA area
- Implemented phone tree to improve communication among players, families, and coaches

LEADERSHIP EXPERIENCE:

Shift Lead, Woodstock's Pizza, Santa Barbara, CA March 20xx-Present

- Manage frequent changes to staffing schedule ensuring adequate staffing coverage
- Provide input for employee evaluations contributing to a work environment focused on professional development
- Promoted to Shift Lead after 6 months of working due to leadership potential