

RESUMÉ AND COVER LETTER WRITING

Resumé Sample: Kinesiology

PAULA PACHECO

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OBJECTIVE

Seeking a position as a Physiotherapy Assistant within a client-centred health care environment focused on holistic, multidisciplinary solutions for long-term recovery from sports-related injuries.

EDUCATION

Honours Bachelor of Science, Kinesiology

Expected Spring 2015

York University, Toronto, Ontario

- Dean's Honour Roll 2013 for achieving a GPA of 8.5/9.0
- Bobby Orr Entrance Scholarship (\$2,200) for outstanding academic achievement and extra-curricular involvement, 2011

Athletic Therapy Certificate

Expected Spring 2015

York University, Toronto

RELEVANT EXPERIENCE

Physiotherapy Assistant Intern

Sept. - Dec. 2013

Northern Health Rehabilitation Services, Prince George, British Columbia

- Shadowed and worked closely with a team of 3 physiotherapists, and gained extensive exposure to a wide range of physiotherapy techniques and treatment protocols for assisting clients with neurological, orthopedic and musculoskeletal disorders or injuries
- Calibrated, set up and maintained therapy equipment on a weekly basis to ensure all equipment was in safe working order; commended by the Head Physiotherapist for "amazing attention to detail" in successfully identifying a calibration error that had gone unnoticed for 9 months
- Effectively safeguarded and provided ongoing instruction/motivation to clients as they practiced exercises that promoted strength, range of movement, circulation and functional activity
- Took the initiative to develop and conduct a comprehensive survey to evaluate client satisfaction levels and solicit post-treatment feedback from clients; tabulated survey results in MS Excel and presented survey findings to the management team at the clinic

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ADDITIONAL EXPERIENCE

Martial Arts Instructor

2009 - Present

Canadian Centre for Martial Arts, Scarborough, Ontario

- Trained in external and internal martial arts since the age of 9, including all 5 major styles of Tai Chi Chuan, Northern and Southern Shaolin Kung Fu, and Muay Thai Kickboxing; winner of the Can-am Martial Arts Championship- Sanshou Gold Medal in 2009 and 2012
- Taught a variety of martial arts and self-defense classes to diverse students including preschool-aged children, seniors and security professionals
- Developed a reputation for being "particularly skilled at conveying complex technical forms and martial arts concepts to diverse audiences in a clear, concise manner that ensures retention"

Head Camp Counsellor, All-Sport Camp

Summers 2009 - 2013

Madawaska Camp, Palmer Rapids, Ontario

- Exercised effective leadership skills in supervising a team of 6 camp counsellors; my team and I were recognized by management with the "Madawaska Spirit Award" for our exemplary team efforts at ensuring a safe and positive summer camp experience for all camp participants
- Applied safety and diversity awareness in planning a comprehensive sports program, and trained camp counselors on innovative instructional techniques aimed at honing the sport skills and physical stamina of camp participants
- Two long-time camp participants credited my team's motivational coaching for being selected by professional sport scouts and offered athletic scholarships to universities in the U.S.
- Consistently commended by parents, campers and fellow staff for being "extremely patient and attentive to everyone" from beginner to elite sport enthusiast

SPECIFIC SKILLS

Computer

- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint and Access)

First Aid

- Current CPR-C/AED/Standard First-Aid Certificate
- St. John's Ambulance, Emergency Response Training, 2010

Languages

- Bilingual in English and Portuguese; skilled in building strong client relationships in the Portuguese-speaking community