

Exercise Science Skills

Sample Skills/Skill Headings

Adaptive & Inclusive Recreation	Group Fitness	Strength/Resistance Training
Administrative	Interval Training	Personal Trainer
Aerobics	Kickboxing	Program Design
Aquatics	Management	Recreation Management
Assessment & Programming	Marketing/Retention	Sales/Prospecting
Boot Camp	Martial Arts	Senior Fitness
Circuit Training	Mind/Body Disciplines	Sports Management
Club Management	Nutrition & Weight Management	Stress Management
Coaching	Outdoor Adventure	Training/Instructing
Corporate Fitness	Special Populations Fitness	Weight Training
Dance	Senior Fitness	Yoga/Pilates/Tai Chi
Events/Promotion	Sports Management	
Exercise Physiology	Sports/Outdoor Activities	
Functional Movement Screening		

Organize by Populations: children, youth, adults (women/men), elderly, athletes

Sample Certifications

Current CPR/AED/ First Aid certifications
Passed criminal background check, TB testing, drug/alcohol testing
ACE Personal Trainer
ACE Lifestyle & Weight Management Consultant
ACE Group Fitness Instructor with specialty in Fitness Yoga, Step Training, Traditional Aerobics, Aquatic
Exercise, Group Strength Training, etc.
AFPA Personal Trainer
AFPA Senior Fitness
AFPA Nutrition Consultant
AFPA Trainer of Special Populations
American Red Cross Lifeguard

Equipment/Tools

Use the following lists to show the equipment and tools you have used and are familiar with on your resume. You may have additional technologies not shown on this list. List your tools in a separate section or under Skills/Qualifications.

Exercise Equipment

Exercise balls including Pilates and Yoga balls; Weight training equipment including station, bench and free weights; treadmills, elliptical machines, steppers, cross-country skiing machines, stationary bicycle, rowing machines, etc.

Health/Fitness Monitoring Equipment

Heart rate monitors, blood pressure kits, skinfold calipers, pedometers/activity monitors, inclinometer and other flexibility testing equipment, weighing equipment, etc.

Sample Skill Statements

Training/Instructing

Advise individuals regarding health assessment results and lifestyle changes, such as lifetime weight management, injury prevention and management, back care, and stress management
Deliver lectures and presentations on fitness and health to _____ (employee groups, schools, etc.)

Instruct clients in proper exercise protocols & techniques for all components of physical fitness: cardio, strength, endurance, flexibility, & body composition
Devise effective, safe individual and group exercise plans and progressions customized to the needs of specific clients/goals
Design group training programs & lesson plans
Provide exceptional coaching, cueing, & teaching techniques
Design aerobic, strength, & agility exercises
Deliver group exercise instruction in aerobics/swim/weight training
Demonstrate safe & proper exercise techniques
Monitor clients during workout sessions, advising on form, technique, and pacing
Capability to multi-task and stay organized while training up to 25 clients in group training sessions
Desire and capacity to train all fitness levels – novice to elite
Teach a variety of dance classes for all ages & levels: zumba, hip hop, piloxing
Design & execute exercise programs for weight loss, aerobics, sports conditioning
Teach and demonstrate use of gymnastic and training apparatus, such as weights and trampolines
Adept at modifying specific exercises to accommodate various skill levels
Ability to make immediate adjustments to exercise plan
Ability to progress and regress exercises on the fly
Choreograph aerobics class design, structure and workout combinations
Teach aerobics, step and muscle conditioning classes
Design resistance training techniques for aquatics
Incorporate and use various modalities of yoga
Practiced at teaching various exercise equipment: TRX, kettlebells, med balls, power ropes

Exercise Science Knowledge

Demonstrated knowledge of anatomy & physiology, applied kinesiology, exercise principles, fitness assessment & programming, basic nutrition, & safety precautions
Intermediate knowledge of physiology, exercise technique, and body mechanics
Awareness of injury prevention procedures
Demonstrated ability to distinguish contraindicated exercises
Understanding of acute & chronic physiological adaptations of exercise
Alert to clients' safety in regards to exercise technique, heart rate, posture & spine, as well as joint stress & stability when resistance training
Familiarity with stretches & joint actions for major muscle groups
Develop techniques for working each muscle group for beginning, intermediate, & advanced fitness levels
Keep current with latest fitness trends & scientific discoveries
Stay current with fitness industry by reading trade journals, attending educational conferences, & continually updating skills

Assessment & Programming

Familiarity with (or Knowledgeable in) advanced testing procedures, modification of assessments, and modified exercise programming
Ability to identify client goals and develop a specific, detailed fitness program with tangible metrics for success
Interview clients to determine their fitness needs & help set goals
Conduct health history evaluations
Recognize conditions and/or behaviors that necessitate referral & make appropriate referrals to higher trained professionals
Familiar with several body composition assessments (specify)
Provide nutritional evaluations, recommendations, and planning
Conduct metabolic and ECG stress testing
Perform basic posture and movement analysis
Understanding of modalities of body fat assessment & use of normative data
Conduct fitness assessments for muscular strength and endurance, flexibility, and cardiovascular fitness

Communication/Customer Service

Identify barriers to health and fitness, recognize what motivates clients, and provide support and encouragement
Provide motivation in group and private sessions and camps
Motivate clients by means of continual feedback and instruction on form and technique
Communicate with clients, athletes, parents, coaches, sales & service reps

Tactfully, courteously, and effectively communicate with clients and staff
Create & maintain solid athlete-coach relationships
Ability to coach in a dynamic & inspirational manner in a group setting
Provide educational information to clients
Explain and enforce safety rules and regulations
Handle client concerns/feedback in a professional, objective manner with the goal of resolution & retention
Actively promote practices that support diversity, inclusion, and cultural competence

Special Populations Fitness

Work with seniors & persons with disabilities, assessing current fitness status, assigning, monitoring & re-evaluating personal fitness programs
Design therapeutic aquatic exercises for all ages and fitness levels
Adapt exercise programs for people with special considerations: post-natal, menopause & aged
Implement appropriate fitness assessments/programs for seniors, youth, at-risk populations

Nutrition & Weight Management

Knowledge of basic nutrition principles for fitness, weight management, and athletic performance
Provide educated nutritional guidance on weight management and enhancing sport and fitness performance
Establish long- and short-term lifestyle and weight management goals with clients

Marketing/Sales

Training in fitness promotion and member retention efforts
Develop/participate in marketing/membership recruitment activities
Create e-newsletter & blog posts
Schedule & conduct fitness orientations; follow-up & confirm calls
Sell personal training programs & services, products, & supplements
Promote and market programs and leagues to members, parents, schools and other community organizations

Events/Promotion

Organize and conduct competition and tournaments
Coordinate camps, clinics, & workshops in _____ (specify)
Assist with product booths, tabling, seminars, & workshops
Plan and execute intramural events: swim relay, volleyball, soccer

Sports/Outdoor Activities

Teach individual and team sports (specify), utilizing knowledge of sports techniques and physical capabilities of participants
Organize, lead, instruct, and referee indoor and outdoor games: volleyball, baseball, and basketball
Participate in & lead outdoor adventures: canoeing, whitewater rafting, kayaking, rock climbing
(Hobbies or) Coach/teach various youth/adult sports: swimming, basketball, volleyball, racquetball, tennis, softball, soccer, football, golf, skiing, rollerblading, hiking
Coach Little League softball team of 6-11 year olds
Assist coach in coordinating practices and schedules
Plan, organize, and implement seasonal sports league (specify), including recruiting players and volunteer coaches/referees
Knowledge of sports-specific skills, effective practice drills, & game strategies for softball, etc.
Talent for teaching game strategies to youth through fun-focused activities
Philosophy for coaching youth -- reinforce the good by maintaining positivity as the primary driver of instruction
Foster a culture of positive, character-building competition
Conduct group & private swim lessons to all age levels
Develop practices & routines for a variety of swimming levels
Teach beginning to advanced indoor & outdoor climbing classes
Develop long term athlete conditioning progression

Management

Oversee daily activities of fitness club – hire, train, and fire employees
Prepare employee work schedules
Assign staff for all scheduled activities and classes
Recruit, train, supervise, and motivate volunteers

Open and close club, sell memberships, conduct tours of facilities
Assist in developing and managing company's employee health and wellness programs
Fill out wellness center (or club) activity and usage reports from collected data
Maintain accurate and up-to-date program records, including attendance tracking, reports, and grant paperwork
Implement, coordinate, and supervise wellness programs, activities, classes, events and speakers

Administration/Organization

Maintain accurate & current client training files
Document clients' results throughout training sessions
Create and maintain an organized lesson plan for each client
Maintain organized athlete & group folders
Keep a detailed schedule
Report all accidents/incidents to appropriate personnel and complete necessary forms
Promptly report accidents/incidents to proper channels
Familiar with mandatory reporter requirements
Maintain accurate records of activities, including assessments, attendance & progress reports
Select, store, order, issue, & inventory equipment, materials, & supplies
Keep an inventory of all sporting equipment and ensure maintenance
Conscientious about keeping equipment in good repair and properly cleaning facilities
Punctual and prepared for all appointments with clients
Knowledge of (or experience with) several fitness apps
Proficient with Word, Outlook, Access, Excel, proprietary gym management software