**First Name Last Name**  
(304)-000-0000 | 1234567@mix.wvu.edu | City, State (no physical address)

LinkedIn URL [if profile is updated]

# EDUCATION

**West Virginia University,** Morgantown, WV May 20XX  
John Chambers College of Business and Economics GPA: XX

Bachelor of Science in Business Administration

Major: **General Business**

Minor: **Professional Sales**

# DIVISION 1 ATHLETIC EXPERIENCE

**West Virginia University Swim & Dive Team** – Morgantown, WVAugust 2022-Present

**Team Member**

* Balanced rigorous training with academic commitments, showcasing exceptional time management and prioritization skills under pressure.
* Thrive in high-stakes competitions against elite opponents, maintaining composure, making swift decisions, and executing crucial plays with resilience and mental strength.
* Led the team in achieving top performances, represented the team in public and media engagements, and organized successful events and fundraisers.
* Implemented feedback from coaches to continually improve performance, demonstrating coachability and commitment to team goals.

# COMMUNITY INVOLVEMENT

**Morgantown Community Center** – Morgantown, WV May 20XX – August 20XX

**Volunteer**

* Organized and led youth sports clinics, mentoring aspiring athletes in [specific sport].
* Collaborated with teammates to clean and maintain facilities for community events.
* Participated in team-driven charity events, raising awareness and funds for [cause].
* Supported [organization name] by coordinating [specific task, e.g., food drives, clothing donations].

# WORK EXPERIENCE

**Morgantown Swim League** – Morgantown, WV May 20XX – August 20XX

**Swim Coach**

* Developed and implemented lesson plans and training routines for 20+ young athletes, enhancing their personal goals, safety, and nutritional habits.
* Led engaging group training sessions, preparing youth for safe and effective conditioning.
* Introduced new exercise programs and strategies, enhancing performance for individuals and teams across different age groups.

# TECHNICAL SKILLS & CERTIFICATIONS

Microsoft, Word, and PowerPoint Certification (2019)

# HONORS

* Big 12 Academic Second Team Spring 2024
* Big 12 Academic First Team Fall 2023