

Interview and CV preparation

Guide on Technical skills for Health, Wellness and Sports Management



What are technical skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.

In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills, sometimes referred to as hard skills, that your resume/cv should always show the practical knowledge you use in order to complete tasks.

This guide will help you with the technical skills companies are expecting to see listed on your resume/cv based on the career field you are applying for.



What is the Health, wellness and sport career field?

Health and wellness is a great fit for people who want to be a part of the health care ecosystem, but not necessarily in a clinical role. Positions in this field are focused on improving the health and quality of life individuals, communities, and special populations such as the aging population. These are collaborative roles that often work in lockstep with a range of health care providers, businesses, and communities to create strategies to promote healthy habits, prevent disease, and more.



Within this career field we can find different roles you can work on, and each one has its own unique requirement you need to have included in your CV.

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Possible Careers in Real Estate

Community Health Workers, Health Coaches & Life Coaches

These roles are focused on connecting people and communities with the resources and support needed to access health care. The role of a Community Health Worker is more broad and may impact an entire community, while the scope of a health or life coach is more one-on-one. Community health workers help bridge the gap between health care organizations and the community. Health coaches and life coaches help bring resources and fresh approaches to navigating personal wellness to their clients with the overall goal of improving quality of life and maintaining health goals. Specific goals will be set between the client and the coach and then the coach will help create an action plan to achieve each goal.

Patience and empathy are key for these career paths. If you enjoy **helping others, have a mind for organization, and exhibit strong leadership and communication skills**, you may want to explore these roles.

Health Educators and Health Education Specialists

Working in a variety of capacities, health education professionals teach individuals and communities about behaviors and techniques they can use to prevent diseases, injuries, and other health problems. On the job, you may develop programs, training, resources, and other education tools focused on certain health topics

Health education positions bring together a **love of education, a passion for health care**, and an **analytical mindset**. If you have skills, interests, and talents that span the business, health care, and education sectors, this field may offer a way for you to explore each of these areas within one, dynamic role.

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Possible Careers

Nutrition

Nutrition studies how food impacts the human body and focuses on how to eat for optimal health. Not only does science in relation to nutrition continue to evolve, but much of the information you find online regarding nutrition may prove inaccurate. Nutrition professionals aim to provide their patients and clients with the most accurate info as it relates to their own body.

Personal training

While personal trainers have strong expertise in workouts and strength training, they can also help individuals with stress management, weight loss and greater athletic performance. Professionals in this field ultimately help their clients achieve long-term health and wellness.



CV example

SPORTS & WELLNESS MANAGEMENT

Goal-oriented Facilitator both in sports related business and Physical Education. Expanding my knowledge and skills as an active employee in the field of coaching, teaching, organizing event, and involving as a team member to achieve advancement growth.

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SKILLS

- Excellent Verbal and Written Communication Skills
- Proven Leadership and teaching ability to motivate
- Creative and Resourceful
- Proficient in using Microsoft Office Application

EXPERIENCE

On the Job Training

University of Pennsylvania Jun 2017 - May 2018

- Maintained updated academic records for National University athletes both in High school and Collegiate Division
- Organizing documents and assisting athletes concern with academic matter

Program Facilitator

Physical Education Department - Pennsylvania Feb 2017 - Feb 2017

Provided leadership for intramural provided tournament and games

Youth Leader Volunteer

Arizona State Intro Apr 2012 - Apr 2012

- Conducted community workshops to promote different programs and educate public on available services.

EDUCATION

Bachelor in Physical Education major in Sports and Wellness Management

Arizona State University Jun 2014 - May 2018

- Dean's List A.Y. 2016-2017
- Member of Arizona State University Pep Squad
- Elected Co-Captain of Arizona State University Pep Squad
- Elected to Secretary for SWM Practitioners' Organization in 2017-2018
- Recipient of Blue Scholar Scholarship

Bachelor in Secondary Education major in English

Arizona State University Jun 2018 - Present

- Continuing education in Professional Education
- Performed at SEA Games 2019 Gymnastics Division Closing Ceremony

LANGUAGES

English
German

French
Arabic

AWARDS

SCHOLAR-ATHLETE AWARD

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General skills needed

Firstly, let's have a look at some general skills useful in this career field which you should include in your CV.

General hard skills:

- Account Management
- Building Brand Awareness
- Business Development
- Client Relations and Support
- Event Management
- Market research
- Marketing and Promotion
- Product Design
- Project Management
- Research and analysis
- Research Regulations & Standards
- Social Media Marketing
- Stakeholder Support Plans
- Technical Support

General soft skills:

- Attention to detail
- Creativity
- Time-management skills
- Teamwork and collaboration
- Problem-solving
- Critical thinking
- Effective planning
- Strong organization

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Steps to take for interview prep

- Refresh your fundamentals
- Research the company to gain an understanding of their work culture
- Prepare technical and soft skill interview questions and answers
- Prepare a portfolio to demonstrate any previous work or skills
- Be aware of your strengths and areas of improvement and have an idea of how you will improve in these areas.

Questions which are helpful to prepare

There would be a mix of standard behavioral questions and technical questions to assess your skills and where you would be most utilized within the company during your internship.

1. Are you familiar with the latest trends in health and wellness?
2. What are some of the most important skills for a health and wellness coach to have?
3. How would you create a plan for a new client?
4. Provide an example of a time when you helped a client achieve their goals.
5. How well do you understand nutrition and exercise?
6. We want to improve our outreach to local communities. What ideas do you have to help us do this?
7. Describe your experience with social media and digital marketing.

Remember, that this is an internship, and if there are things you are unsure of - that is completely okay! This is a learning experience and your supervisor is there to support you. Be sure to be honest and transparent regarding your skills and capabilities.