

DEMONSTRATING SKILLS FROM PART-TIME OR NON-MAJOR RELATED WORK

Many students work part-time or summer jobs that provide income but do not align with their career goals. Still, this experience has a legitimate place on the resume. It gives prospective employers an look into your “soft skills,” individual traits and talents such as work ethic, attitude, and ability to work on a team. Here are examples of bulleted phrases that describe common work duties and demonstrate those soft skills.

Tip: review *all* of these examples to get ideas about the language that can be adapted for quality bullet points.

Administrative Positions & Campus Employment

- Manage administrative tasks from data entry to appointment scheduling
- Greet clients, manage phone system, and order office supplies
- Compile and process detailed patient information for busy health care practice
- Review email communication, prioritize time-sensitive issues, and direct inquiries to staff
- Reduced time for order fulfillment by recommending and initiating new inventory system
- Monitor library and respond to student inquiries about online and print resources

Wait Staff, Bartender & Campus Dining Services

- Manage dinner operations which serve more than 600 customers nightly
- Supervise and train staff; manage scheduling for two shifts
- Oversee closing procedures including transferring all cash to safe
- Generate positive feedback from customers, resulting in favorable reviews by management
- Promoted from Bar Back to Bartender based on performance and dependability
- Collaborate with team of servers for catered events involving up to 500 guests

Sales & Customer Service

- Increased sales by analyzing customer preferences and recommending merchandise
- Recognized as ‘Employee of the Week’ in commission-based environment
- Manage cash transactions, process sales returns, and restock inventory
- Train new employees, track inventory, and respond to customer inquiries

Camp Counseling, Classroom Assistance & Childcare

- Planned and led educational, social, and athletic activities for children
- Supervised pre-school children, organized group activities, communicated with parents
- Create calendars, charts, bulletin boards, and other classroom visuals
- Coach child with special needs to develop math, English, and social skills

Resident Assistant (RA)

- Manage dormitory residence of 30 freshmen; counsel students and resolve conflicts
- Design and implement programming for up to 250 students
- Lead weekly meetings and community-building activities

Small Business & Entrepreneurial Ventures

- Conceived and established organization to promote green initiatives on campus
- Launched t-shirt company and built sales using social media and special events
- Expand business by generating referrals from existing clients
- Advise management on use of social media to target new markets