

HOW TO EMPHASIZE SKILLS & ATTRIBUTES

Restaurant Jobs:

- Provided prompt and professional service at high volume establishment
- Interacted with owner and staff to produce quality teamwork and open communication
- Assured customer satisfaction, diffused stressful situations with customers
- Assigned more tables than most wait staff because of ability to multitask and work more efficiently

Retail Jobs:

- Chosen for maturity and decision-making abilities to open and close the store
- Utilized dependability and integrity in handling large quantities of cash for bank deposits
- Prepared windows and store displays which required innovative ideas and ingenuity
- Demonstrated impeccable customer relations techniques
- Analytical and research skills were enhanced in tracking department and store sales
- Exceeded monthly sales goals when assigned to floor

Bank Jobs:

- Handled customer transactions during the busiest hours, which helped to develop organizational abilities and flexibility
- Mixed analytical abilities with interpersonal skills in dealing with complex transactions and diverse population
- Assigned to complete bank balances, which required acute time management as well as accurate mathematical skills

Camp Counselor

- Worked 60 hour weeks over 10 weeks in the summer
- Supervised campers aged 6-12 in groups of up to 20
- Promoted to Head Counselor because of maturity and problem solving
- Developed new innovative programming to provide a more inclusive environment

** Avoid repeating above phrases verbatim on your resume (you may not be the only one to do so!) rather use the information to give you ideas on how to best express what you gained from the experience.