

How Do I Say...?

Many people struggle to find the best way to describe a particular job on their resume. Below are examples of ways to “jazz up” the various jobs in your Experience section. You do not need to include all of these statements on your resume. Instead, choose 3 or 4 that best describe your specific experience.

Worked in Fast Food

- Maintain positive customer relations
- Prepared food following detailed recipes
- Assured sanitary work environment
- Handled cash transactions, averaging \$ ____
- Participated in teamwork
- Worked flexible schedule
- Made suggestions for work improvement

Mowed Lawns

- Established customer base
- Fostered high-quality customer relations
- Performed work to customer specifications
- Maintained equipment
- Supervised ____# assistants

Cashier

- Promoted quality customer relations
- Handled an average of \$____ in cash per shift
- Processed credit card transactions
- Monitored security
- Maintained inventory
- Resolved customer complaints
- Maintained bank balance in high-turnover merchandising operation
- Compiled reports for store management using MS Excel

Newspaper Route

- Adhered to strict work schedule
- Resolved customer complaints
- Worked in various weather conditions
- Maintained accounts for ____# customers
- Collected bills and made deposits
- Promoted positive customer relations
- Developed customer base through direct sales efforts

Babysitter

- Developed customer base by utilizing a referral network
- Provided safe environment for ____# children
- Planned and prepared nutritious meals
- Maintained positive relationships with people of all ages
- Assured high-quality hygienic standards
- Collected fees for services
- Maintained accounts for all clients

Sold Girl Scout Cookies

- Marketed consumer product line
- Engaged in “cold call” sales
- Took customer orders accurately
- Handled cash transactions
- Maintained accounts
- Collected bills
- Delivered merchandise in a timely manner
- Resolved customer complaints

