

Articulating Experiences

The best way to showcase your experiences is to have your resume reflect your accomplishments, as well as your daily job duties. This will show prospective employers what you can do for them.

Below are examples of transferable skills and action verbs

Creativity and Innovation

Animated, conceptualized, pioneered, strategized

Critical Thinking and Judgement

Interpreted, evaluated, distinguished, generated

Equity and Inclusion

Addressed, contributed, collaborated, advocated

Organization and Detail Oriented

Budgeted, structured, resolved, charted

Problem Solving

Strengthened, transformed, implemented, formulated

Professionalism and Work Ethic

Attended, listened, engaged, polished

Teamwork and Collaboration

Contributed, guided, partnered, supported

Written Communication

Corresponded, organized, summarized, reviewed

Leadership and Initiative

Achieved, directed, established, motivated



Articulating Experiences Examples

Camp Counselor

- **Strengths:**
 - Working with a camper with special needs, showing adaptability and care, highlights responsibility.
 - Development and facilitation of group activities indicates leadership and organizational skills.
 - An award received based on campers' nominations adds a notable achievement that emphasizes recognition and impact.

Grocery Store Clerk

- **Strengths:**
 - Daily interactions with customers showcases customer service and product knowledge.
 - Management of inventory highlights organizational skills and the ability to handle high volumes of work.
 - Handling cash operations with 100% accountability demonstrates trustworthiness and attention to detail.

Sports Staff

- **Strengths:**
 - Planning a sports curriculum for a large group shows organizational and leadership skills.
 - Instruction in sports techniques highlights communication skills.
 - Designing innovative approaches to ensure inclusivity illustrates creativity and consideration for diverse needs.

Server

- **Strengths:**
 - Being selected by management to train new servers indicates trust and leadership abilities.
 - Providing quality service in a fast-paced environment shows the ability to work efficiently under pressure.
 - Serving a high volume of guests illustrates the capacity to handle demanding work environments.
 - Training new staff reinforces leadership skills.

