

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



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Below are examples of common jobs and how to highlight your experiences

Camp Counselor

- Supervised a camper with special needs during engagement in daily camp activities
- Developed a specialized agenda and facilitated group activities for 20+ members
- Awarded “Staff Member of Session” 3 times based on campers’ nominations

Grocery Store Clerk

- Responded to customer needs by providing product information, aisle locations, back stock checks and price verifications for approximately 70 customers daily
- Managed the flow of approximately 44,000 items by organizing back stock areas preparing products for stocking shelves and rotating it through by date
- Conducted cash office operations ensuring 100% accountability for all daily transactions and money in the store’s safe

Sports Staff

- Planned comprehensive sports curriculum for 100 campers
- Provided instruction in sporting techniques through effective verbal communication and physical enactment
- Designed innovative approaches to ensure equal participation of all involvement campers

Server

- Selected by management to train 4 new servers on operations and customer service
- Provided quality customer service in a fast-paced environment (at least 5 tables per hour)
- Thrived within high-volume environments, service up to 275 guests per shift
- Trained 4 new staff members on restaurant procedures and explained guest service expectations and proper food handling

