**Sample Resume Bullets by Category**

**Babysitter**

* Oversee and care for children in the nonattendance of parents at employer’s home
* Maintain a healthy and safe environment for children
* Organize and participate in activities such as games, crafts, reading and outings
* Prepare daily meals for family members
* Transport children to and from activities
* Supervise homework to ensure it is complete

**Cashier**

* Handle financial transactions between guests and company
* Advise customers on purchases and provide excellent customer service
* Developed reputation for prompt, efficient service with high level of accuracy
* Maintain thorough knowledge of store merchandise
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
* Bag, box, wrap, and gift-wrap merchandise
* Ensure customers are satisfied with order and transaction

**Lifeguard**

* Led group swimming lessons for children ages X-X, and provided instruction and support for beginning and intermediate swimmers
* Upheld the pool’s safety standards, preventing swimming accidents through vigilant supervision
* Provided first aid care for on-site injuries
* Implemented the latest methods in lifeguarding and water safety techniques

**Camp Counselor**

* Designed and planned camp activities for children ages 8-12
* Implemented daily schedule, and directed and supervised children in planned activities
* Ensured safety, personal care and discipline of children
* Instructed campers regarding (insert activities here)
* Demonstrated use of camp equipment to campers
* Monitored daily arrival and departure of campers

**Bookkeeper / Administrative Assistant**

* Processed payroll weekly for employees
* Audit billing process for clients
* Ensure all transactions are recorded properly in QuickBooks
* Managed monthly payroll for 50 employees, at approximately $9000 per month
* Maintained data on various programs in Excel
* Managed office communications and traffic flow including phones, email, visitors and guests

**Tutor**

* Instruct students in various mathematics courses
* Teach students about proper study habits and support resources available on campus
* Assist students with organizational skills and time management
* Designed lesson plans to ensure students’ academic growth and comprehension

**Sales Associate**

* Assisted customers in the selection of clothes and accessories
* Managed inventory to optimize space
* Organized displays to showcase current store inventory

**Restaurant Server**

* Present menu to patrons and answer questions about menu items
* Provide customers with a pleasant dining experience and quality service
* Conduct final check of food items prior to serving customers to ensure quality maintenance
* Prepare checks and collect customer payments
* Clean all work areas, equipment, utensils, dishes and silverware and ensure they are stored appropriately in accordance with state law

**Volunteer**

**Club Xyz – President**

* Planned and executed events to increase awareness for club cause
* Created marketing materials to advertise for club events
* Recruited new club members via social media outreach
* Participated in fundraisers for Relay for Life

**Club Xyz – Secretary**

* Transcribed and distributed bi weekly meeting minutes
* Monitored and recorded member attendance
* Assisted Club President with creating marketing materials for club events
* Ensured organization of all club materials and files
* Maintained club and member calendar

**Club Xyz – Member**

* Participated in club meetings and provided ideas for fundraising efforts