**Marketing Your Part-time Work**

Below are examples of common jobs students might have during college, along with examples of bullet point descriptions. Note that the descriptions include not only specific tasks and responsibilities, but also skills gained. Remember to tailor your resume and highlight transferable skills relevant to the job for which you are applying.

**Childcare Provider**

* Ensured the safety, health, and welfare of #\_\_ children ages #­\_\_ to #\_\_
* Organized safe, fun and educational activities such as \_\_ and \_\_
* Assisted children with homework and school-related projects

**Cashier**

* Completed administrative tasks such as product inventory and answering phones in a fast paced environment
* Handled a daily revenue average of $\_\_
* Effectively utilized company-specific point-of-sale system
* Proceeded returns and purchases of $2,000+ with cash, credit cards and gift cards

**Lifeguard**

* Maintained safety for an average of 100+ swimmers daily
* Certified to perform emergency techniques for the safety of all guests
* Taught daily, hour-long swim lessons to individuals and groups of children ages #\_\_ to #\_\_

**Lawn Care Provider**

* Maintained lawns for 12 clients per week
* Manicured customers’ lawns and tailored services to please individual customer expectations
* Promoted additional lawn care services through flyers, emails and phone calls to obtain new customers

**Restaurant Server**

* Enhanced ability to multitask by working in a fast-paced environment
* Managed guest relation issues such as complaints, recommendations and accommodation requests
* Handled a daily revenue averaging $\_\_
* Maintained approximately #\_\_ hours per week while enrolled as a full-time student

**Retail Sales Associate**

* Trained 10 new employees on procedures and store policies
* Exhibited excellent attention to detail by accurately completing weekly inventory and submitting product orders
* Ensured floor displays were properly assembled according to organization charts
* Increased product knowledge and sales experience by working in different areas of the store

**Tutor**

* Tutored 10 undergraduate students in \_\_, \_\_, and \_\_
* Monitored student progress and provided candid feedback
* Incorporated simple and straightforward language to effectively convey complex concepts
* Developed detailed examples and tutorial exercises to increase student understanding and retention of material

**Volunteer**

* Provided 15 hours of service per semester to elderly residents through the \_\_ program
* Designed and distributed program brochures to 100+ residents in the community
* Trained 15 new volunteers in the proper care of animals, including grooming and exercising techniques

**Office Assistant**

* Maintained patient confidentiality and accurately entered information by utilizing Excel spreadsheets
* Exhibited excellent communication skills by managing multiple phone lines and promptly greeting customers
* Coordinated and organized office by quickly filing and sorting documents