

# Marketing Your Part-Time Work



Career Center

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

## Childcare Provider

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

## Bartender

- Checked identification of 75+ customers per night to verify age requirements of purchase of alcohol
- Attended to bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders
- Served as bartender for private parties and functions
- Trained 8 new bartenders and servers on computerized cash register ordering system

## Cashier

- Completed administrative tasks such as product inventory and answering phones in a fast paced environment
- Handled a daily revenue average of \$\_\_\_\_\_
- Communicated extensively with customers
- Effectively utilized company-specific-point-of-sale system
- Processed returns and purchases of \$2,000 + with cash, credit cards, and gift cards
- Reconciled cash drawer at the end of each shift

## Lifeguard

- Maintained safety for an average of 100+ swimmers daily
- Certified to perform emergency techniques for the safety of all guests
- Participated on a team of 6 staff members
- Taught daily, hour-long swim lessons to individuals and groups of children ages #\_\_\_\_\_ to #\_\_\_\_\_
- Obtained Red Cross CPR Certification

## Lawn Care Service 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
- Managed weekly schedules for up to 4 people

## 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 daily revenue averaging \$\_\_\_\_\_
- Provided excellent customer service by promptly greeting and seating customers upon arrival
- Recommended nightly specials to customers and enhanced sales by 10%
- 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
- Engaged customers with friendly service and helpful attitude when providing product recommendations

## Tutor

- Tutored 10 undergraduate students in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_
- Monitored student progress and provided candid feedback
- Incorporated simple 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 Meals on Wheels 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

# Marketing Your Professional Experience

Below are additional ideas of the other types of experience you can include on your resume. Remember, employers like to see what you are doing outside of the classroom. Notice that the bullet points still focus on specific skills and accomplishments as well as tasks and responsibilities. A section like this can also be a great way for you to highlight your ULM experiential learning!

## Class Project

- Collaborated with 3 peers to develop a marketing campaign for a hypothetical company
- Contributed to the research and writing of a 15 page paper to accompany the pitch
- Presented the finished product to a class of 100+ including 3 professors from the Marketing Department
- Successfully completed the project and earned the top level of "A"

## Intern

- Selected to shadow an insurance services professional for 2 days
- Conducted 2 informational interviews with various staff members to gain valuable insight into the insurance industry
- Accompanied a broker on a site visit and observed daily protocol, professional etiquette, and client-company confidentiality
- Attended a weekly staff meeting to learn about current projects involving the expansion of the division

## Research Assistant

- Conducted research for 3 months with the goal of \_\_\_\_\_
- Regulated control elements for \_\_\_\_ by taking daily measurements of \_\_\_\_\_
- Recorded results using Excel spreadsheets
- Presented analysis and results in poster format at a regional conference
- Facilitated additional experimentation to verify initial findings

## Food Services

- Maintained safety for an average of 100+ swimmers daily
- Certified to perform emergency techniques for the safety of all guests
- Participated on a team of 6 staff members
- Taught daily, hour-long swim lessons to individuals and groups of children ages #\_\_\_\_\_ to #\_\_\_\_\_
- Obtained Red Cross CPR Certification

## Inventory Associate

- Collaborated with a team of 7 to ensure shelves were fully stocked at all times in order to maintain the professional appearance of the store
- Demonstrated a wide range of product knowledge by assisting customers in merchandise selection
- Operated a fork lift to transport goods
- Reconciled delivery invoices with products received

## Study Abroad

- Earned 6 academic credit hours by completing 2 cultural linguistics courses
- Developed a global perspective on international issues through daily class discussions with local students
- Improved written and verbal communication skills by conducting oral presentations and writing research reports in Spanish
- Traveled independently to France and Italy to become fully immersed in European culture

## Student Organization

- Assisted in recruitment for one of ULM's top 5 academic fraternities
- Planned and facilitated weekly meetings of 85 student members
- Co-managed a \$30,000 yearly budget and appropriately allocated funds for philanthropic engagements, social events, and professional development
- Ensured all members completed 15+ community service hours each semester
- Upheld all members to ULM academic standards and honor code requirements
- Raised \$500 in 2 months as a committee member for \_\_\_\_ by creating an email donation campaign

## Office Assistant

- Accurately entered patient information by utilizing Excel spreadsheets
- Exhibited excellent communication skills by managing multiple phone lines and promptly greeting customers in a cheerful manner
- Maintained an organized office by quickly filling and sorting documents
- Scheduled individual appointments with office personnel