

Marketing Your Part-Time Work

Below are some common jobs that ULM students often have during college, along with examples of strong 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 that are 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 _____
- 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 a 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