

# Sample Bullet Points for Common Jobs

## Barista/Waitress/Waiter

- Maintained a positive and welcoming attitude
- Learned to multi-task by filling several orders simultaneously
- Developed the ability to pay attention to details by taking unique orders for each customer
- Answered customer questions or guided customers to relevant information
- Communicated customer feedback to managers and provided suggestions for improvements and innovative solutions

## Cashier

- Strengthened communication skills through interactions with customers
- Performed efficiently and professionally in a fast-paced environment
- Maintained a positive and welcoming attitude
- Resolved customer complaints and provided relevant information to customers
- Enhanced math skills through completion of transactions under pressure
- Exhibited time management skills in prioritizing a variety of tasks

## Chucks

- Developed interpersonal communication skills through interactions with coworkers
- Heightened ability to work in a team
- Balanced academics as full-time student with \_\_\_ hours of work per week
- Complied with health-relevant safety, hygiene, and service standards and procedures
- Enhanced ability to prioritize tasks and maintain an achievable schedule

## Customer Service

- Cultivated successful customer relationships by providing excellent customer service, addressing customer questions and concerns, and processing transactions quickly, accurately, and efficiently
- Performed financial transaction while monitoring for fraud
- Trained and managed new and current employees
- Maintained composure in high pressure situations and effectively problem-solved
- Resolved customer complaints and reported issues to managers when necessary
- Demonstrated professionalism in transactions and interactions with customers

## DoorDash

- Learned self-discipline by working as an independent contractor
- Delivered food to customers efficiently and accurately
- Communicated with customers to provide information about the status of orders
- Demonstrated professional conduct to ensure optimal customer service
- Followed safety rules and standards in driving and delivering orders

### **Farmhand**

- Demonstrated a strong work ethic and enhanced physical stamina by working long hours and in various weather conditions
- Learned to work independently and take initiative
- Effectively problem-solved and troubleshooted in high-pressure situations
- Maintained safety standards while working with equipment and animals
- Practiced active listening when receiving instructions from employer
- Learned adaptability through working in diverse and unpredictable circumstances

### **Fast Food**

- Enhanced interpersonal communication skills through interactions with both coworkers and customers
- Practiced active listening and developed ability to follow detailed instructions
- Followed health and safety standards in compliance with company protocol
- Maintained composure in high pressure situations
- Greeted customers and maintained a positive attitude throughout long shifts
- Strengthened customer service skills and promoted positive customer relations

### **Landscaping/Lawn Mowing**

- Managed finances for self-operated business
- Practiced adaptability by performing tasks to each client's satisfaction
- Developed a strong work ethic and self-motivation by working independently
- Learned to be attentive to details through maintenance of intricate landscape
- Enhanced physical stamina by working long hours and in various weather conditions
- Exercised creativity and innovation by tailoring each landscape to the owner's satisfaction and vision

### **Nanny/Camp Counselor**

- Learned to multi-task effectively in a fast-paced environment
- Responsible for daily care of \_\_ children
- Worked independently with minimal supervision
- Exercised sound judgment and problem-solved efficiently in high-pressure situations
- Utilized creativity in providing daily activities to occupy children
- Exhibited consistent patience and compassion in dealing with children

### **Receptionist**

- Created a welcoming environment for clients
- Answered the phone, replied to emails, and interacted with clients
- Developed communication skills through contact with clients and coworkers
- Managed customer complaints, answered questions, and directed customers to relevant information
- Served as the initial contact for clients and representative for employer
- Enhanced organizational and strategic skills through scheduling, event planning, and general office maintenance