

Creating a Word Bank

GOAL: Write down EVERYTHING you've ever done – related, unrelated, paid, volunteer, job, internship, activity, on time, multiple times, etc.—so you can assess what you want to include on your résumé. Just make a list—don't try to cram it into a résumé format.

PURPOSE: To have a large list of material to work with. You probably won't use everything but will be able to pick and choose what's most relevant to go on the résumé.

SAMPLE:

BOOKSTORE MANAGER

Hired and managed staff
Worked with professors and budget staff
Handled receipts and cash register balance and closing
Managed inventory

SEABREEZE AMUSEMENT PARK

Ran games in game department
Dealt with public
Handled large amounts of cash
Represented park to visitors
Worked with others

UNIVERSITY 100

Gave tours to prospective families at SU
Filled out application and was selected
Talk to groups and one on one
Serve as a resource person
Learn/memorize lots of facts & figures
Use judgment and common sense
Serve as representative of school
Deal with wide variety of people

MARKETING INTERN – Museum of Science and Technology

Update website
Help out at promotional events
Answer questions in person and on phone
Conduct research
Think of creative ways to interest public in MOST
Sit in on meetings
Deal with public and museum personnel

CAMP COUNSELOR

In charge of and responsible for the well-being of 15 eight- and nine-year-olds
Created activities
Communicated with parents and fellow counselors

