

# 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

