

WRITING DESCRIPTIVE LINES

The best resumes describe job tasks, skills, and concrete accomplishments accurately and completely while still being succinct. Effective use of language is the key to conveying your marketable talents to employers. Depict your experience clearly, so they will understand exactly what you learned and what you'll bring to the position you are applying for. Example:

Good: Wrote press releases

Better: Wrote press releases about upcoming events to enhance publicity and increase participation

Best: Wrote 15 press releases detailing upcoming events which were sent to 100 local media outlets to raise publicity and attract up to 2,000 community members to a movie premiere

Note that you do **not** need all the “Best” descriptive lines! Include a mix of “Better” and a few “Best” and you will be in good shape! Use the examples below for ideas on how to compose effective descriptive lines of your own.

ORGANIZATIONAL SKILLS

- Reconciled end-of-day receipts with cash and credit transactions to account for daily sales averaging \$1500
- Honed time management and planning skills by maintaining full-time academic status and employment
- Protected the integrity of confidential, privileged information, and large cash transactions
- Handled late accounts effectively, securing \$5000 in past-due accounts
- Organized database to track business contacts and was commended for attention to detail and accuracy

TEAMWORK SKILLS

- Gained a reputation for working well on a team, receiving the “Team Player” award
- Entrusted to work and uphold protocol within corporate office among high-level executives
- Served as an office liaison, communicating employee concerns to management

PUBLIC RELATIONS & INTERPERSONAL SKILLS

- Established and maintained good rapport with over 20 colleagues and managers
- Broadened and maintained an extensive network of contacts and clients
- Interacted with diverse customers on a constant basis, promoting excellent communication and customer service skills
- Diffused situations with angry customers and efficiently resolved complaints

FUNDRAISING/PROJECT DEVELOPMENT & IMPLEMENTATION

- Raised over \$10,000 at the annual fundraiser, increasing attendance and media coverage from the previous year
- Initiated redesign of office management systems resulting in easier access to information
- Entrusted with special projects that afforded the opportunity to work independently
- Exceeded fundraising goal, doubling the profit from the previous year
- Maintained internet site as it grew to over 2000 pages and images that generated 200 hits daily

LEADERSHIP & SUPERVISORY SKILLS

- Developed strong communication/leadership skills supervising two other prep cooks
- Manage daily operations of upscale bar and restaurant including opening and closing operations, inventory management, new employee training, customer service, and sales
- Supervised lawn care maintenance team, including customer satisfaction, planning daily schedule and sales, maintenance of equipment, landscape construction, snow plowing, and removal

WRITTEN & ORAL COMMUNICATION SKILLS

- Wrote features articles for the Badger Herald, a student newspaper with a daily circulation of over 17,000
- Presented research findings to a panel of 8 faculty and students at an undergraduate research symposium

OVERVIEW OF ACCOMPLISHMENTS

- Praised for the ability to solve difficult problems independently and efficiently
- Named “Sales Associate of the Month,” September 2007