

### Resume Phrases

In the descriptions of work, internship, leadership, extracurricular, and volunteer experiences, each phrase should convey (a.) the specific task performed, (b.) the skill used to carry out the task, and (c.) either the purpose for it, the method used to complete it, quantifiably what you were accountable for, and/or what result was achieved.

Formula = Skill + Task + Purpose, Method, Accountability, or Result

#### **Internship Experience**

Harrison Water Park, Mokena, IL

Marketing Intern, 08/20xx-12/20xx

- Developed an overall marketing plan to promote special winter season events.
- Produced fliers and newsletters for several community mass mailing campaigns.
- Collaborated with another intern to create a proposal for two new summer youth activities.
- Assessed numerous fall season activities and submitted recommendations to improve them.
- Coordinated activities for the annual children's sledding festival.

**Commented [CL1]:** creativity

**Commented [CL2]:** creativity

**Commented [CL3]:** teamwork

**Commented [CL4]:** analytical

**Commented [CL5]:** organizational

#### **Work Experience**

Midwestern Components Company, Frankfort, IL

Laborer II, 03/20xx-Present

- Promoted from the position of Laborer I after only five months of service.
- Provide training and guidance for a staff of five assembly line employees.
- Develop weekly production schedules for plastic parts operations.
- Contribute actively to the Client Service Quality Improvement Team.
- Perform bookkeeping, parts ordering, and quality control of shipments delivered and received for three supply vendor accounts, all with a careful attention to organization, detail, and accuracy.

**Commented [CL6]:** achievement

**Commented [CL7]:** leadership

**Commented [CL8]:** accountability

**Commented [CL9]:** analytical

**Commented [CL10]:** accountability

**Commented [CL11]:** organization

**Commented [CL12]:** detailed

Museum of Geology Gift Shop, Palos Heights, IL

Sales Associate, 01/20xx-02/20xx

- Applied attentive listening and courteous service to develop positive relations with approximately 100-150 customers per shift.
- Resolved customer problems through open communication and strong critical thinking.
- Interacted extensively with co-workers to determine ways to serve customers more efficiently.

**Commented [CL13]:** communication

**Commented [CL14]:** interpersonal

**Commented [CL15]:** accountability

**Commented [CL16]:** problem solving

**Commented [CL17]:** communication

**Commented [CL18]:** analytical

**Commented [CL19]:** teamwork

**Commented [CL20]:** problem solving