

How to Market Your Part-Time Work and Other Valuable Experience on Your Resume

Below are some of the common jobs and experiential learning experiences that UA students often have during college, accompanied by examples of strong bullet point descriptions. Remember to tailor your resume and highlight transferable skills that are relevant to the job for which you are applying. Notice that the bullet points focus on specific skills as well as tasks and responsibilities. Try to make them quantifiable if at all possible.

Restaurant Server

Tuscaloosa, AL

The Olive Garden, May 20XX – December 20XX

- Enhanced ability to multitask by working in a fast-paced environment
- Maintained approximately #__ hours per week while enrolled as a full-time student
- Managed guest relation issues such as complaints, recommendations, and accomodation requests
- Provided excellent customer service by recommending nightly specials and enhanced sales by 10%

Childcare Provider

Tuscaloosa, AL

Smith Family, May 20XX – December 20XX

- Ensured the safety, health, and welfare of #_ children ages #_ to #_
- Organized safe, fun and educational activities such as __ and __ to engage in active learning
- Maintained schedule of daily transportation to and from school and activities
- Assisted children with homework and school-related projects

Tutor

Tuscaloosa, AL

The University of Alabama, May 20XX – December 20XX

- Tutored 10 undergraduate students in __, __, __, and __ and increased test scores by a full letter grade
- Monitored student progress and provided candid feedback to assist in understanding areas of improvement
- Incorporated simple and straightforward language to effectively covey complex concepts
- Developed detailed examples and tutorial exercises to increase student understanding of material

Bartender

Tuscaloosa, AL

The Houndstooth, May 20XX – December 20XX

- Checked identification of 75+ customers per night to verify age requirements for purchase of alcohol
- Attended to bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders
- Assisted in managing bar inventory to ensure customers' orders could be filled
- Trained 8 new bartenders and servers on computerized cash register ordering system

Retail Sales Associate

Tuscaloosa, AL

Belk, May 20XX – December 20XX

- Trained 10 new employees to ensure procedures and store policies were understood and followed
- Exhibited attention to detail by accurately completing weekly inventory and submitting product orders
- Increased product knowledge and sales experience by working in different areas of the store
- Engaged customers with friendly service and helpful attitude when providing product recommendations

Cashier

Tuscaloosa, AL

Heritage House Coffee, May 20XX– Present

- Complete administrative tasks including product inventory and answering phones in a fast-paced environment
- Handle a daily revenue average of \$__ and ensure that cash drawer is balanced at the end of each shift
- Effectively utilize company-specific point-of-sale system and make sure each order is correct
- Maintain knowledge of menu in order to answer customers' questions and provide menu suggestions

Lifeguard

Tuscaloosa, AL

Aquatic Center, May 20XX – August 20XX

- Maintained safety for an average of 100+ swimmers daily
- Certified to perform emergency techniques for the safety of all guests and documented accidents for the Manager
- Taught daily, hour-long swim lessons to individuals and groups of children ages #__ to #__
- Obtained Red Cross CPR certification and performed CPR and First Aid when necessary

Lawn Care Provider

Tuscaloosa, AL

Various Clients, May 20XX – August 20XX

- Maintained lawns for 12 clients per week
- Manicured customers' lawns and tailored services to please individual customer expectations
- Promoted additional lawn care services through flyers, emails, and phone calls to obtain new customers
- Managed weekly schedules for up to 4 people

Volunteer

Tuscaloosa, AL

Multiple Organizations, May 20XX – December 20XX

- Provided 15 hours of service per semester to elderly residents through Meals on Wheels program
- Designed and distributed program brochures to 100+ residents in the community
- Trained 15 new volunteers in the proper care of animals, including grooming and exercising techniques
- Prepared and served meals to 300+ people at the community soup bowl

Study Abroad

Granada, Spain

Universidad de Granada, May 20XX – July 20XX

- Earned 6 academic credit hours by completing 2 cultural linguistics courses
- Developed a global perspective on international issues through daily class discussions with local students
- Improved written and verbal communication skills by conducting oral presentations and research in Spanish
- Traveled independently to France and Italy to become fully immersed in European culture

Class Project/Case Study

Tuscaloosa, AL

Marketing 300, May 20XX – December 20XX

- Collaborated with 3 peers to develop a marketing campaign for a hypothetical company
- Contributed to the research and writing of a 15-page paper to accompany the pitch
- Presented the finished product to a class of 100+, including 3 professors from the Marketing Department
- Successfully completed the project and earned the highest grade of "A"

Research Assistant

Tuscaloosa, AL

Operations Management Department, August 20XX – December 20XX

- Conducted research for 3 months with the goal of _____
- Regulated control elements for __ by taking daily measurements of __
- Recorded results utilizing Excel spreadsheet modeling software
- Presented analysis and results in poster format at UA Undergraduate Research Conference

Student Organization

Tuscaloosa, AL

Alpha Kappa Delta, August 20XX – Present

- Manage \$30,000 yearly budget & appropriately allocated funds for philanthropic, social, and professional events
- Ensure all members completed 25+ community service hours each semester
- Uphold all members to UA academic standards and Capstone Creed requirements
- Raised \$1000 in two months as a committee member for UA Miracle by creating an email donation campaign

Intern for a Day

Birmingham, AL

Protective Life, May 20XX – May 20XX

- Selected to shadow an insurance services professional for 2 days
- Conducted 4 informational interviews with various staff to gain valuable insight into the insurance industry
- Accompanied a broker on a site visit and observed daily protocol, professional etiquette, and client confidentiality
- Attended a weekly staff meeting to learn about current projects involving the expansion of the division

Food Services

Tuscaloosa, AL

Aramark - Bama Dining, January 20XX – December 20XX

- Effectively performed multiple tasks such as __, __, and __ within a fast-paced environment
- Quickly served meals for up to 500 customers each night while maintaining high level of customer service
- Supervised 3 student workers and provided constructive feedback when necessary
- Focused on proper safety procedures for preparation and storage of food

Inventory Associate

Tuscaloosa, AL

The Home Depot, May 20XX – December 20XX

- Collaborated with a team of 7 to ensure shelves were fully stocked and organized at all times
- Demonstrated a wide range of product knowledge by assisting customers in merchandise selection
- Recorded inventory accurately using HD inventory software, and ensured items were prepared for sales floor
- Reconciled delivery invoices with products received so that inventory was accurately maintained

Office Assistant

Tuscaloosa, AL

American Family Care, May 20XX – December 20XX

- Maintained patient confidentiality and accurately entered information by utilizing Excel spreadsheets
- Exhibited excellent communication skills by managing multiple phone lines and promptly greeting customers
- Coordinated and organized office by quickly filing and sorting documents
- Scheduled individual appointments with office personnel and accurately entered information in patients' records

Member

Tuscaloosa, AL

Culverhouse Connections, September 20XX – April 20XX

- Engaged in one-on-one mentoring with finance professional, allowing for professional growth and career advice
- Selected as one of 23 students to travel to Huntsville, AL to meet with city leaders, corporate executives and government officials regarding career opportunities in North Alabama
- Attend educational sessions hosted by business leaders for professional education and to network with students, employers and Culverhouse College of Commerce faculty and staff

Social Media Marketing

Tuscaloosa, AL

Local Start-Up, May 20XX – July 20XX

- Managed 4 different platforms for the company, including Facebook, Instagram, Twitter, and LinkedIn
- Increased followership by more than #__ for each platform through targeted marketing campaigns
- Utilized Hootsuite to strategically schedule release times and analyze the reach and impact of each post
- Used graphic design software to create new content for various platforms

College Athlete

Tuscaloosa, AL

Alabama Gymnastics, May 20XX – Present

- Create an inclusive environment with over 15 other athletes to promote positive sportsmanship conduct
- Maintain a full course load with a GPA of __ while participating in 20 hours of athletic training
- Represent The University of Alabama in positive light through multiple interviews and sporting events
- Help encourage morale by organizing team-building activities as the team's co-captain