

Many students work part-time or summer jobs that provide income but do not align with their career goals. Still, this experience has a legitimate place on the resume. It gives prospective employers an look into your “soft skills,” individual traits and talents such as work ethic, attitude, and ability to work on a team. Here are examples of bulleted phrases that describe common work duties and demonstrate those soft skills.

review *all* of these examples to get ideas about the language that can be adapted for quality bullet points.

- Manage administrative tasks from data entry to appointment scheduling
- Greet clients, manage phone system, and order office supplies
- Compile and process detailed patient information for busy health care practice
- Review email communication, prioritize time-sensitive issues, and direct inquiries to staff
- Reduced time for order fulfillment by recommending and initiating new inventory system
- Monitor library and r