

The Career Centre

WHAT YOU DID:

Coached a children's soccer team

WHAT YOU SAY YOU DID:

Sports Coach

- Instructed children aged 5-8; taught game play and skills
- Encouraged positive interaction between children
- Demonstrated ability to remain patient
- Created engaging and entertaining atmosphere to children to encourage future sports participation

WHAT YOU DID:

Worked in a store at the mall

WHAT YOU SAY YOU DID:

Retail Sales Associate

- Demonstrated effective time management skills when balancing shift work
- Practiced ability to stay calm in stressful circumstances
- Handled cash, debit and credit card transactions
- Problem solved when customers were unhappy with product

WHAT you DID:

Served food to customers at food truck

WHAT YOU SAY YOU DID:

Hospitality Server

- Provided excellent service by being polite and friendly
- Ensured issues were dealt with promptly and efficiently
- Assisted with goal of employer by promoting business
- Followed safety rules and regulations related to food service industry

WHAT YOU DID:

Served alcohol in bar setting

WHAT YOU SAY YOU DID:

Bartender / Server

- Interacted with patrons making them feel welcomed
- Anticipated guests' needs and determined additional service if needed
- Followed the Smart Serve guidelines for responsible alcohol beverage service
- Handled cash, debit and credit card transactions

WHAT YOU DID:

Worked in a factory on a production line

WHAT YOU SAY YOU DID:

Production Line Worker

- Worked with production team while ensuring quality
- Followed health and safety regulations
- Demonstrated accuracy in the assembly of units/ components requiring adept attention to detail
- Worked on line that achieved 100% of quality goals while exceeding production targets by 125%

WHAT YOU DID:

Monitored children at summer camp

WHAT YOU SAY YOU DID:

Summer Camp Counsellor

- Practiced positive guidance techniques with campers
- Communicated effectively while assisting children with camp activities
- Created fun and educational age appropriate activities for campers

WHAT YOU DID:

Served food to elderly clients in nursing home

WHAT YOU SAY YOU DID:

Dining Room / Food Service Attendant

- Assisted in preparation and service of meals
- Followed proper food handling techniques
- Provided positive and friendly interaction and service to residents
- Cleaned kitchen and followed sanitation and safety guidelines

WHAT YOU DID:

Helped friends move to a new house

WHAT YOU SAY YOU DID:

Mover

- Worked with a team to pack and move customer's items
- Paid meticulous attention to detail ensuring valuable and breakable items were safely secured
- Communicated with customers making sure their needs were met
- Maintained friendly and professional service

WHAT YOU DID:

Worked the till at a grocery store

WHAT YOU SAY YOU DID:

Cashier

- Performed fast mathematical calculations with accuracy
- Communicated articulately with the public
- Adapted easily to changing time pressures
- Demonstrated ability to work independently and as part of a small teams

What YOU DID:

Attended to seniors in a nursing home

WHAT YOU SAY YOU DID:

Geriatric Care Specialist

- Monitored the mental and physical conditions of residents of a prominent nursing home
- Supervised the recreational activities of 30+ seniors
- Displayed patience, friendliness and professionalism in stressful, emotionally-sensitive situations
- Performed emergency first-aid

HOW TO SAY WHAT YOU DID

WHAT YOU DID:
Member of student council or government

WHAT YOU SAY YOU DID:
Student Government Representative

- Represented student's voice and ideas at meetings
- Planned extracurricular activities for students
- Completed assigned responsibilities and met deadlines in a fast paced environment
- Responded to student inquiries

WHAT YOU DID:
Monitored store making sure no one stole

WHAT YOU SAY YOU DID:
Security Officer

- Provided property protection and utilized effective loss prevention strategies
- Demonstrated excellent communication skills while handling reports and interacting with public
- Operated multi-device alarm system

WHAT YOU DID:
Worked the produce section at grocery store

WHAT YOU SAY YOU DID:
Produce Clerk

- Provided assistance to customers seeking specific items
- Organized and stocked produce shelves and stands
- Followed safety rules and regulations when lifting heavy items and cleaning produce section

WHAT YOU DID:
Flipped burgers at fast food restaurant

WHAT YOU SAY YOU DID:
Production Crew

- Maintained high standards of customer service within high-volume, fast-paced operation
- Communicated clearly and positively with coworkers
- Followed procedures for safe food handling preparation, assembly and presentation

WHAT YOU DID:
Worked the cash register at Tim Hortons

WHAT YOU SAY YOU DID:
Front Counter Team Member

- Mastered point-of-sale (POS) computer system for automated order taking
- Handled currency quickly and accurately
- Coordinated scheduling with team members
- Built loyal clientele through friendly interactions

WHAT YOU DID:
Babysat younger cousin

WHAT YOU SAY YOU DID:
Child-care Provider

- Routinely demonstrated ability to solve problems
- Developed creative activities to engage children
- Performed basic first aid
- Provided a safe environment for young children

WHAT YOU DID:
Answered phones for a non-profit organization

WHAT YOU SAY YOU DID:
Receptionist

- Exhibited superior public relations skills
- Multi-tasked adeptly in a fast-paced work environment
- Organized and disseminated information accurately
- Performed various office tasks to ease the workload of colleagues

WHAT YOU DID:
Moved sod for two summers

WHAT YOU SAY YOU DID:
Landscape Developer

- Served as team leader for two consecutive years
- Reported directly to the president of the company
- Responsible for on-site operations
- Managed client relations

WHAT YOU DID:
Painted Fences

WHAT YOU SAY YOU DID:
Exterior Decorator

- Managed projects from first contact with clients until completion of work
- Utilized tools and managed supplies for maximum efficiency
- Coordinated Work Schedules

WHAT YOU DID:
Pumped Gas

WHAT YOU SAY YOU DID:
Gas-station Attendant

- Worked effectively with little supervision
- Developed and employed excellent inter-personal skills
- Responsible for large sums of cash
- Maintained a clean and organized station

WHAT YOU DID:
Checked house for neighbour while away

WHAT YOU SAY YOU DID:
Property Security Clerk

- Ensured security of private property
- Demonstrated unwavering reliability
- Fostered lasting client relationships
- Maintained property upkeep in absence of home owner

WHAT YOU DID:
Constructed walls, chimneys and driveways

WHAT YOU SAY YOU DID:
Stonemason

- Paid meticulous attention to detail
- Employed a range of tools, assembled scaffolding and manoeuvred heavy material
- Marketed achievements to attract new clients