

SAMPLE JOB DESCRIPTIONS FOR “EXPERIENCE” SECTION OF RESUME

MANCHESTER VALLEY HIGH SCHOOL, Manchester, MD Spring 2010
Math Department Teacher’s Aide. Organized supplies. Ran copies. Laminated papers. Created posters. Graded papers. Typed worksheets and study guides.

J & P PIZZA, Hampstead, MD 6/2010 - 7/2011
Cook. Answered phones politely. Recorded customers’ orders accurately. Prepared food according to customers’ specifications. Utilized commercial ovens. Cleaned cooking equipment according to health and safety regulations. Maintained a clean and sanitary work area.

WEIS MARKETS, Westminster, MD 6/2009 - Present
Cashier. Greet customers politely. Answer customers’ questions helpfully. Operate cash register. Issue correct change. Authorize credit cards. Approve personal checks. Maintain an accurate cash drawer. Redeem and sort coupons.

GRASS MOWING, Manchester/Hampstead area Summers 2010 - Present
Grass Mower. Organize and maintain schedule for multiple mowing locations. Mow lawns, utilizing power and push mowers. Trim carefully around bushes and trees. Edge sidewalks and driveways.

GIRL SCOUTS OF AMERICA, Hanover, PA 2007 - Present
Senior Scout. Silver and Gold Awards. Numerous other badges and accolades. Organize and supervise camp-outs, dinners, and assemblies. Participate in team planning. Teach younger scouts about games, camping, safety, health, and other life skills.

DUTCH CORNER RESTAURANT, Manchester, MD 5/2009 - 7/2010
Waitress. Greeted customers politely. Answered questions about menu items. Recorded customers’ orders accurately. Served food efficiently. Refilled beverages promptly, as needed. Presented an accurate bill. Operated cash register. Issued correct change. Authorized credit cards. Approved personal checks. Cleared and reset tables.