

O*NET Guide

O*NET, the Occupational Information Network, is a free comprehensive online database containing hundreds of occupational definitions, job requirements, resources and more! O*NET is the nation's primary source of occupational information and utilizing this resource can help you cultivate ideas to strengthen your resume.

Cashier

Instead of...

Took money from customers

Helped customers

Recommended

- Processed payments for merchandise in excess of \$1,000 daily by accepting cash, checks, credit cards, and gift certificates.
- Assisted customers with product location, information, and selection comparisons for purchase options.

Retail

Instead of...

Stocked shelves and counters

Received stock

Recommended

- Designed and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Received and counted stock items, and recorded data into electronic inventory database.
- Inspected stock items for wear, defects before releasing them into the store.

Tutor

Instead of...

Helped kids with homework

Graded papers

Recommended

- Provided feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Reviewed homework for completeness, reinforced learning concepts learned in class using alternative learning modes.
- Reviewed up to 90 homework assignments weekly for completeness and accuracy
- Provided written feedback to student on strengths and areas for improvement. Recorded grade in electronic grade book weekly.

Food Services

Instead of...

Helped customers

Cooked food

Recommended

- Waited on 4-8 tables simultaneously ensuring each guest had their needs and requests met in a timely manner.
- Prepared a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.

Student Assistant

Instead of...

Helped with events

Cooked food

Recommended

- Promoted campus events through innovative and traditional PR/advertising techniques.
- Carried out program manager projects for major campus events such as 'Welcome Back Week'.
- Maintained a filing system for administrative, regulatory and office management documents
- Organize and updated regulatory and policy binders