

# SAMPLE JOB DESCRIPTIONS

Below are examples of common job descriptions. This is a resource and should be modified based on your experience

## Office Assistant

- Accurately entered patient information utilizing excel
- Exhibited excellent communication skills by managing customers in a cheerful manner
- Maintained an organized office by filling and sorting documents in a timely manner
- Scheduled individual appointments with office personnel

## Food Services

- Effectively performed multiple tasks within a fast-paced environment
- Quickly served meals for up to \_\_\_ customers each shift
- Focused on proper safety procedures for preparation and storage of food
- Managed guest related issues
- Coordinated seating arrangements and organized parties among wait staff

## Clerk/Cashier

- Completed tasks in a fast-pace environment
- Handled a daily revenue averaging \$\_\_\_
- Communicated extensively with customers
- Effectively utilized company specific point-of-sale system

## POWER VERBS

Your resume should highlight your tasks, skills, and accomplishments. Resume statements start with power verbs and descriptors of your experience. Here are some verbs you can use to diversify your resume.

**Clerical & Detail Skills:** Arranged, Cataloged, Recorded, Tabulated

**Communication Skills:** Conveyed, Formulated Negotiated, Translated

**Creative Skills:** Customized, Established, Illustrated, Performed

**Financial Skills:** Audited, Budgeted, Computed, Projected

**Helping Skills:** Counseled, Educated, Facilitated, Inspired

**Leadership Skills:** Administered, Coordinated, Evaluated, Increased

**Research Skills:** Analyzed, Critiqued, Documented, Surveyed

**Technical Skills:** Assembled, Maneuvered, Operated, Upgraded

**Accomplishments:** Achieved, Improved, Qualified, Spearheaded

For more information or assistance, schedule an appointment with the Career Placement Specialist  
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