

Translating campus job work experience into your resume

Prospective employers want to hire recent graduates that will transition successfully into the workplace, a concept referred to as “career ready.” According to experts who study employment trends among university graduates, one’s level of career readiness depends on the extent to which they possess these 8 competencies:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

This begs the question: How do you write a resume in such a way that demonstrates that you have built these competencies through work experiences, such as an on-campus job?

While there may not be an obvious link between the jobs you have held and the job you want, this guide will provide you with lots of relatable examples to give you ideas and inspiration!

C.V. Experience Section
<p>RESEARCH ASSISTANT - <INSERT DEPARTMENT HERE></p> <ul style="list-style-type: none"> • Recruited to research content for course on <insert topic here>. • Worked independently reviewing the most current literature to identify trends, issues, and cutting-edge ideas on <insert topic here> within organizations. • Successfully balanced the demands of a heavy course schedule with this work
<p>HOSPITALITY ASSISTANT - STUDENT HOUSING AND HOSPITALITY SERVICES (RESIDENCE)</p> <ul style="list-style-type: none"> • Escorted flow of guests into and out of event venues to provide a smooth and pleasant event experience. • Liaised with major food and beverage vendors (e.g., beverage, catering, dessert, etc.) as well as teams of regular and contract personnel to execute major events. • Prioritized set-up, cleaning, and take down of event spaces. Managed inventory and rotation of event stock in accordance with hospitality standards.
<p>CAREER LEADERSHIP SUPPORT PROGRAM REPRESENTATIVE - CAREER AND PLANNING SERVICES (CAPS)</p> <ul style="list-style-type: none"> • Selected to serve as a Career Leader with responsibility for helping students plan and develop their careers. • Provided one-on-one counselling and coordinated career resources –for example, set up CV review sessions, interview prep, and general information sessions to help students learn about conducting a job search.

TUTOR - <INSERT SUBJECT-MATTER HERE>, STUDENT SERVICES

Provided students with course-specific support through individual or group instruction including:

- Adapted instructional style to make it easier for students with different learning styles improve their academic performance at the <insert degree level here> level.
- Coached students to identify areas of difficulty in advance of exams and developed test-taking strategies in response.
- Simplified complex concepts in order to help students reinforce their grasp of course materials.

COMMUNICATIONS REPRESENTATIVE -ATHLETICS AND RECREATION

- Actively participated in the design, planning, and launch phases of a project aimed at improving sustainable operations (e.g., minimizing waste through the reduction of single-use water bottles).
- Collaborated with multiple stakeholder groups to address their communication needs by developing various resources (e.g., writing press releases, presentations, progress reports, and a staff sustainability guide).
- Developed a *Staff Sustainability Guide* to maximize awareness, engagement, and adoption of the new initiative.

ADMINISTRATIVE FRONT DESK ASSISTANT -ENROLMENT SERVICES

- Ensured client service by planning for coverage during regular hours of operation and implementing extended-hours customer service strategies, during peak season.
- Maintained an organized system for keeping track of timetables and scheduling appointments in Outlook.
- Informed clients of departmental services, referred public to designated personnel, provided appointment status data, and handled busy phone.

SALES AGENT -STUDENT HOUSING AND HOSPITALITY SERVICES (RESIDENCE)

- Boosted customer satisfaction by answering phones and emails with a strong customer service orientation.
- Forged friendly customer relationships while booking reservations that resulted towards more than \$150k in accommodation-specific revenue.
- Problem-solved client issues by demonstrating respect and empathy about the feelings of others and generating acceptable solutions.
- Adjusted scheduling to accommodate staffing changes and unexpected events (e.g., strong sales demand).