

**Sample Work Experience Bullet Points for CVs
(Full Time Students)**

To arrange to have your CV/Application form reviewed please contact
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Sample Bullet Points for Student CVs

Selling your experience is of key importance when looking for a graduate opportunity or a part time job whilst in College. It is crucial that you present your experience in a detailed way that highlights your experience positively.

Below are **SAMPLE** bullet points for student CVs highlighting the diversity of tasks dealt with in typical work experience jobs. These should be used for ideas when preparing your CV- **do not copy and paste them into your CV- put them in your own words.**

There is also a list of sites with occupational profiles that will assist you in preparing a CV.

To have your CV checked and corrected please email it to ckennedy@ncirl.ie. For sample CV layouts please email ckennedy@ncirl.ie

List of Job Descriptions/Occupational Profiles:

Alberta Learning Information Services

<http://www.alis.gov.ab.ca/occinfo/Content/RequestAction.asp?format=html&aspAction=GetTitleSearch&Page=TitleSearch>

Australian Government- Career Information System

<http://jobguide.thegoodguides.com.au/search.cfm>

Australian Job Explorer- Occupational Profiles

<http://jobsearch.gov.au/JobExplorer/default.aspx?PageId=AlphaSearch>

California Occupational Guides

<http://www.labormarketinfo.edd.ca.gov/cgi/career/?PageID=3&SubID=139#A>

Career Directions -Canadian Career Consortium

http://www.careerccc.org/careerdirections/eng/e_ho_set.htm

Career Matters

http://www.ilc.org/cfm/CM/Careers/cm_career_list.cfm

Career Zone- New York State Department of Labour

<http://www.nycareerzone.org/text/index.jsp>

Collegegrad.com

<http://www.collegegrad.com/careers/all.shtml#r>

Hobsons

http://www.springboard.hobsons.co.uk/advice.jsp?id=ADVICE_JOBS_CAREERS_PROFILES

Human Resource and Skills Development Canada

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/all_profiles.shtml

Job Web: Career Development & Job Search Advice for New College Graduates

<http://www.jobweb.com/resources/profile.asp>

Jobs4U Career Database

<http://www.connexions-direct.com/jobs4u/jobFamily/jobFamily.cfm?id=143>

Kiwi Careers:

<https://www.kiwicareers.govt.nz/default.aspx?id0=3>

Monster:

<http://jobprofiles.monster.com/>

ONet Online

<http://online.onetcenter.org/find/>

Ontario Ministry of Training Colleges and Universities

<http://www.edu.gov.on.ca/eng/career/descrip.html>

Prospects:

http://www.prospects.ac.uk/cms/ShowPage/Home_page/Explore_types_of_jobs/plelmjX

Saskatchewan Job Futures

http://saskjobfutures.ca/profiles/profile_alpha.cfm?site=graphic&lang=e

Settlement.org

<http://www.settlement.org/site/EM/apt/occupations.asp>

Tennessee Career Delivery Information System

http://www.tcids.utk.edu/cgi-bin/tcids/access/show_all.pl

US Department of Labour

<http://www.bls.gov/search/ooh.asp?ct=OOH>

Vault

http://www.vault.com/nr/ht_list.jsp?ht_type=11

Wetfeet

<http://www.wetfeet.com/Content/Careers.aspx>

Retail

Sales Assistant – Retail

- Stocking and replenishing shelves
- Dealing with customer queries and issues / Ensuring a consistent level of customer service at all times.
- Advising/ persuading customers on purchases/ answering customer queries/ directing customers to the location of a product./ Greeting customers/Discussing the type and quantity of products customers wish to buy/ Offering advice to customers and assisting with product selection;
- Utilising specialist product knowledge to maximise sales
- Maintaining an attractive display of goods on shelves/ ensuring that goods are correctly priced/ Keeping the shelves stocked at appropriate levels/ Price, stack and display items for sale/ Keeping the store tidy and attractive/ Preparing promotional displays to maximise sales/ Displaying new stock
- Achieving monthly store targets/ Meeting and exceeding sales goals through on the floor customer interaction/ Meeting and exceeding commission targets.
- Handling money and completing transactions/ Packing customers purchases
- Handling returns and exchanges

Cash Register:

- Greeting customers and answering any queries they may have
- Weighing fruit and veg/ scanning products to identify prices
- Collecting payment and giving change/ processing loyalty cards and discounts/processing credit vouchers and gift tokens.
- Packing purchases
- Cashing-up at the end of each shift

Checkout Supervisor

- Assisting staff in completing difficult sales.
- Dealing with returns and exchanges.
- Rectifying any errors eg voiding items.
- Planning work schedules and rotas and assigning employees to specific duties

Furniture stores and similar:

- Arranging delivery dates for items
- Selling across the whole product range/ Demonstrating products to customers/ Advising customers on the availability of products and any special promotions
- Advising customers on the price, delivery, use and care of goods
- Operating cash registers and accepting payment.
- Preparing finance arrangements e.g. 12 months interest free credit.
- Taking orders for items not in stock and notifying customers when the items have arrived
- Arranging for the repair of damaged goods
- Selling aftercare policies e.g. insurance, stain guard etc

Retail: Fashion

- Ensuring clothing and fashion accessories are attractively displayed in order to maximise sales
- Ironing, hanging and folding clothes
- Pro-actively greeting customers
- Assisting customers when choosing clothes and advising them on matching accessories
- Advising customers when fabrics require special care
- Collecting payment and wrapping purchases
- Holding items for customers as requested
- Undertaking upselling initiatives.

Retail – Computer sales

- Delivering product demonstrations;
- Explaining special features/ software to customers.
- Selling insurance
- Placing orders for products not in stock
- Arranging for the repair of damaged goods;

Retail – Wines & Spirits

- Arranging wine tasting promotions in order to maximise sales.
- Advising customers and recommending wines to suit their requirements

Stockroom Assistant

- Processing stock ensuring minimum wastage
- Maintaining stock levels for supplying shops / Keeping the Store Manager informed of stock availability / Organising stored stock / Managing stock flow between storage areas and the shop floor
- Receiving stock , unpacking it and organizing the stockroom/ Inspecting inventory that has been delivered/ raising the relevant paperwork, unloading goods and moving them to the correct location.
- Filling orders by identifying stock item description, pulling items, adding codes number to stock requisition form, taking count of inventory and signing the requisition/ Receiving deliveries, ensuring the correct quantity and quality has been received.
- Conducting monthly physical inventory and annual inventory count.
- Packing and labeling items to be returned.
- Ensuring the storeroom area is clean and tidy.

Sales

Car Sales:

- Ensuring cars are clean and ready for sale
- Advising customers on which car best suits their requirements highlighting any extra features.
- Accompanying customers on test drives
- Arranging finance for customers as appropriate.
- Highlighting special promotions and offers to customers.
- Liaising with mechanics, panelbeaters and parts suppliers

- Estimating / quoting prices, credit terms, trade-in allowances, warranties and delivery dates/ Accurately calculating the trade in value of cars.

Estate Agent

- Meeting clients who are planning to sell their property
- Calculating the value of the property / determining a property's market value
- Writing brochure and advertising copy and suggesting the most effective way of marketing the property.
- Taking photographs of properties
- Suggesting improvements to owners that will maximise the value of their property
- Arranging viewings/ pointing out features that may be of particular interest to clients/ Answering questions during viewings and promoting the properties best features
- Negotiating property sales / Handling negotiations between buyers and sellers.
- Liaising with the solicitor for the property seller and purchaser
- Collecting deposit cheques.

Waiter/Waitress:

- Ensuring guests receive professional and efficient service.
- Greeting guests/ and taking food and drink orders
- Using knowledge of the menu to answer guest questions/ Answering questions about food including their ingredients, preparation and accompanying items/ Advising guests on menu choices depending on their dietary requirements/allergies.
- Maximising sales through upselling initiatives.
- Suggestively selling the menu to suit customers circumstances and needs.
- Clearing tables and plates, glassware etc efficiently and professionally/ Resetting tables.
- Preparing bills and processing transactions.
- Revisiting tables after the food has been served to ensure guest satisfaction.

Restaurant Host/Hostess:

- Greeting guest upon entering the restaurant/ maintaining a waiting list.
- Escorting guests to their table
- Answering telephone, answering guest questions and taking reservations
- Accommodating guests needs with booster seats, high chairs etc.
- Ensuring the reception area and all menus are clean.

Bartender:

- Mixing drinks for cocktails/ Preparing drinks.
- Serving food and drink to guests.
- Guiding guests in selecting food and beverage items.
- Advising guests on drink selection.

Busser:

- Ensuring tables are clean and properly set before guests are seated.
- Offering guests bread and water
- Checking high chairs and booster seats for cleanliness.
- Clearing away dishes and glassware, and refilling drinks.

Promotions/Product demonstrators:

- Responsible for creating public interest in products/companies.
- Demonstrating products to customers and answering questions.
- Attracting an audience by distributing samples, running competitions etc./ Distributing product samples/ coupons to persuade people to buy products/ Arranging displays to attract the attention of potential customers
- Greeting and catching the attention of possible customers.
- Wearing costumes in busy public places to attract attention to advertise products or services
- Involved in
 - Sampling campaigns
 - Product demonstrations Traffic-point leafleting and sampling
 - Product Launches
 - Theme nights
 - Couponing
- Running interactive events such as basketballs shots and aid in the process of including crowd building and registration. Interact with the consumers, to make the event as fun as possible

Telesales

- Making a minimum of XXXcalls per day, Making a minimum of XX customer contacts per week, each with a clear and measurable objective
- Contacting potential customers both cold calling and via leads/ Making outbound sales calls to xxx/ Arranging appointments for a field team of consultants / Making appointments for sales representatives to call
- Generating leads
- Meeting and exceeding targets: New and existing business growth, revenue and gross profit / Maintaining and increasing sales /
- Selling the product/service to potential customers
- Closing sales in order to meet and exceed sales targets
- Recording details of interested customers in order to follow up
- Following up calls with a letter or further calls
- Updating the database.

Chef

- To assume full responsibility for the production of food requirements.
- To work alongside the Food & Beverage Manager to ensure all client requirements are met.
- Menu planning.
- To ensure the highest standards of Health and Safety and HACCP are maintained
- To manage and develop the kitchen team
- Full responsibility of all food from point of entry to exit.

- To be innovative and to enhance the eating experience in the café
- To manage an efficient, hygienic and cost effective kitchen

Administration:

Bank Teller

- Greeting customers
- Accepting and processing transactions for customers.
- Taking deposits for client accounts, cashing cheques, processing withdrawals, receiving loan payments, issuing money orders, cashier checks, and travelers cheques/ Handling a range of transactions, such as cashing cheques, accepting deposits and loan payments, and processing withdrawals./ Accepting payment for customers' utility bills./ Cashing cheques and paying out money after verifying signatures and customer balances/ Identifying payees and verifying signatures / Open accounts for new customers / Count outgoing and incoming cash / Ensuring the customer's forms are completed correctly/ Assisting clients with standard enquiries regarding the status of their accounts./ Issuing receipts / Recording all payments made to and from accounts
- Identifying fraudulent transactions, forgeries, and counterfeit bills according to established procedures.
- Balancing the cash drawer daily.
- Identifying customer needs and cross selling the bank's products and services.
- Informing customers about foreign currency regulations and computing exchange value and transaction fee for currency exchange.

Call Centre operators:

- Maintaining contact with customers by telephone, email, and post, in order to sell goods/ services, or provide information and advice/ Answering incoming calls and assisting customers with enquiries/ Creating further interest in the company's services by encouraging customers to use all services and products offered / Generating leads
- Taking accurate details of the caller's query / Logging customer details
- Provide the caller with appropriate information or advice
- Scheduling appointments with customers
- Dealing with customer orders for goods
- Processing payment
- Dealing with enquiries and complaints
- Updating and maintaining the database
- Updating the databases with changes and status of each customer or prospective customer
- Completing administration duties, including faxing, filling out paperwork and liaising with other departments

Sport

Coach

- Preparing lesson plans/ Planning training programmes/ Teaching players the rules of the sport/ Planning fitness programmes / Organising practice sessions/ Supervising practice sessions
- Arranging entries into competitions
- Encouraging participants / Teaching players techniques to improve existing skills
- Selecting players for teams/ Identifying and encouraging talented players.
- Planning game strategy
- Perform an after game analysis of performance
- Undertaking administrative duties such as booking venues, organising tours and budgeting

Lifeguard:

- Supervising swimmers to prevent accidents and ensure they follow safety regulations / Assuring the safety of swimmers/ Observing swimmers/
- Rescuing swimmers who are in distress; administers first aid and artificial respiration, if necessary
- Maintaining written records of chemical levels in the pool/ Ensuring the pool area is safe and rule and regulations are adhered to
- Cleaning, disinfecting, and maintaining the pool, pool decks, overflow gutter, shower rooms and other pool facility areas
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Swimming Instructor:

- Conducting swimming classes at various participant age and skill levels / Preparing lesson plans and conducts swimming lessons for participants based on age and ability levels
- Administering swimming tests to determine skill levels
- Maintaining class participant attendance, activity, and progress records

Students Union

Treasurer

- Creating and maintaining the budget/Preparing the society's budget for the Students Union.
- Responsible for controlling the club's finances and budgeting /Ensuring all funds spent by the Society follow Union regulations.
- Providing the Students Union with a statement of accounts.
- Ensuring the Club Executive Team is informed of its financial position throughout the year.
- Organising finance for trips and collecting money paid by club members
- Paying money into the clubs Students' Union bank accounts and maintaining a record of credits and debits made from all club accounts
- Authorising all spending on behalf of the club.

Secretary

- Dealing with the new membership of people to the club and keeping an up-to-date list of all members and their next of kin details / Gathering new members names, student numbers and addresses/ Responsible for keeping an accurate record of all current members of the society

- Organising meetings and taking minutes / Responsible for announcing committee meetings
- Responsible for keeping all documentation of the club/voting and attendance records
- Drawing up the meeting agenda / Preparing a list of apologies and visitors. / Recording motions and amendments. / Recording and distributing minutes from club meetings.
- Presenting a report on the clubs activities since last meeting.
- Maintaining and monitoring the club's paperwork.
- Organising the filing system for membership forms and assist the treasurer in entering new members into the club's database.
- Reserving rooms for meetings
- Advertising meetings in the Student magazine.

Public Relations Officer

- Responsible for publicising events / advertising meetings around the college campus
- Liaising with the media
- Raising the awareness of the club at ragweek and greeting and attracting potential members.
- Manning stands in the main atrium advertising the society.
- Publicising the club in the Students Union Newsletter
- Creating an up to date web page
- Overseeing the upkeep of notice boards

Class Representative:

- Gathering the opinions of the class
- Voicing the opinions of the class at meetings / Acting as spokesperson for the group in order to ensure constructive dialogue with the College/ Communicating ideas and concerns from the class at
- Acting as a liaison between staff and students
- Informing the class of staff reaction to their opinions
- Acting as a source of information for students

Other Roles:

Residential Assistant

- Assisting in ensuring that all available rooms are filled at the beginning of the college year. This involves making appointments, showing rooms to students highlighting the positive aspects.
- Establishing an open communication policy with residents. Initiating contact and making introductions
- Completing administrative tasks such as check-in, check-out, maintenance request, incident reports, etc., and other duties.
- Enforcing the policies and regulations of the residence.
- Reporting maintenance problems as they arise.
- Reporting and documenting all discipline situations

Usher- Cinema/Theatre

- Checking tickets and showing customers to their seats
- Ensuring customers are seated in the correct seats.
- Ensuring people behave properly during the show and ask people to leave if necessary
- Checking that no property is left behind at the end of an event
- Cleaning the theatre between shows
- Selling programmes and other show-related material
- Operating the cash register, and completing transactions.

Assembly Line

- Operating machinery
- Preparing raw materials
- Removing the finished products from the machine
- Packing the finished products
- Checking the quality of products

Accountant – Practice

- Clients included sole traders, wholesalers, farmers xxx,xxx and xxx.
- Bookkeeping
- Preparing financial statements
- Preparing VAT returns
- Fixed Asset Registers
- Preparation of files
- Preparation of all summaries, analysis, bank reconciliation
- Dealing with clients in relation to the processing of their accounts and to ensure all necessary information is available
- Preparation of Accounts and audit compliance
- Compliance work in Taxation including VAT, PAYE, Income Tax, Corporation Tax, and ad hoc tax assignments
- Payroll calculations

Teaching

- Completed over xxx hours of substitute teaching
- Planning, preparing and delivering classes in various subjects, including Leaving certificate XX,xx and xxx
- Teaching class of up to XXX pupils.
- Preparing classes that involved lecture style teaching, group work, discussions and individual mentoring in order to ensure classes were interesting, interactive and accommodated different ability levels and learning styles.
- Marking work, giving appropriate feedback and maintaining records.
- Providing a report for the absent teacher describing significant developments or accomplishments.
- Establishing and maintaining an atmosphere conducive to learning.
- Managing student behaviour in the classroom.

Tax Assistant:

- Exposure to all areas of tax, including Income Tax, Corporation Tax, Capital Gains Tax, VAT, CAT and Stamp Duty
- Timely and correct filing of Income Tax and Corporation Tax returns
- Liaising with clients and departments to ensure all necessary information available
- Preparing tax computations
- Compliance work in Taxation including VAT, PAYE, Income Tax, Corporation Tax, and tax assignments of across a broad spectrum
- Dealing with clients, the Tax Office and Professional Firms in the delivery of Client Service
- Working under instruction from more senior staff and direct reporting Manager in the team and generally contributing to a teamwork environment in a professional manner and following all reasonable instruction from within the team

Bookkeeping:

- Purchase Ledger – Processing of Purchase Invoices, Credit Notes, Payments
- Sales Ledger – Responsible for producing Sales Invoices,
- Debit Notes, processing receipts
- Bank Account – Processing Payments,
- Receipts (Includes issuing of all payments & Debt collection)
- Monthly Reconciliation's – Debtors, Creditors & Bank
- Nominal Ledger – Processing Posting to Nominal Ledger
- Processing of Month End procedures on all ledgers,
- Ensuring all above has been completed in a timely fashion & printing all month end reports
- Cost Control of all Projects

IT Helpdesk Assistant

- Providing IT support to over xxx members of staff.
- Worked with XX computers and XXX
- Solving various technical difficulties on a daily basis for customers including XXXXX
- Asset tagging all IT related equipment.
- Working with networking team on LAN & WIFI projects.
- Achieving targets such as hardware checks & help desk calls on a daily and monthly basis.
- Worked in a CITRIX environment