

## Summer Staff in resume and workplace language

Thank you for serving/considering serving on summer staff! Summer staff is an opportunity to build new friendships and growth in your faith and learn valuable skills (e.g. organizational leadership, communication, hospitality, etc.) that you can apply to the workplace. In a sense, it is a leadership program, an internship intensive, and an opportunity to gain real life work experience.

In order to help summer staff build your resume, here are descriptors for summer staff wide experiences and some starts you can edit to fit your particular summer staff job.

### Leadership/Customer Service Skills

- Successfully executed events (*describe the event briefly*) for hundreds (*try to give a specific #*) of campers.
- Managed time and task constraints to provide excellent service to campers and staff
- Demonstrated flexibility when plans changed with little warning prior to event execution.
- Delivered excellent, cheerful customer service each day.
- Addressed complaints in a timely manner leading to a positive resolution.
- Creatively and effectively delivered solutions to problems that arose in the (*area of your service*).
- Volunteered to thoroughly complete tasks such as (*name the tasks and mention if there was a deadline*)

### Interpersonal/Communication Skills

- Enthusiastically greeted 100's of campers for 5-6 hours at a time, ensuring each one felt welcome and special.
- Built relationships with a diverse team of XX number of leaders.
- Communicated timely information to my team to keep it running smoothly under tight deadlines.
- Implemented conflict resolution skills to peacefully work through disagreements.

### How do you make your accomplishments stand out?

**There's a simple formula. Every one of your accomplishments should be presented as:**

Accomplished [X] as measured by [Y] by doing [Z]

**In other words, start with an active verb, numerically measure what you accomplished when possible, provide a baseline for comparison, and detail what you did to achieve your goal.**

### Other words that might describe your experience:

Coordinated	Delivered	Demonstrated	Directed	Distributed	Encouraged
Exhibited	Fed	Filed	Fixed	Implemented	Improvised
Integrated	Learned	Led	Loaded	Maintained	Managed
Monitored	Motivated	Negotiated	Obtained	Operated	Ordered
Organized	Participated	Performed	Planned	Prepared	Presented
Reconciled	Researched	Responsible	Served	Supervised	