

Working Learner Including your Position in your Resume

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RESOURCE	Guides

Incorporating your Student Position in your Resume

Your student employment position is an excellent experience to showcase on your resume. Working learner roles are often developing key skills and career competencies that will apply to a variety of positions, industries and different organizations you might apply to. You might be surprised at how many skills you have learned that will help you no matter what career path you choose! To help make adding your position to your resume easy, we pulled together some easy-to-implement tips and tricks, provided links to valuable resources and included an example resume for you to reference. Once you are done adding your position to your resume, ask your supervisor to look it over and provide feedback as needed.

GENERAL RESUME FORMAT TIPS

- Make sure you use a simple, easy-to-read font such as Times New Roman or Arial.
- Under the Work Experience section, list your position title followed by the location of your position
 - We recommend using a position title that is descriptive of the work you are doing. So instead of putting student worker use something like visual designer, event planner or campus ambassador – ask your supervisor if you aren't sure what to put.
- Include the length of time you have worked in the role using a month and year format. If you are still currently working in the position you will list your start date (month and year) to present.
- Add 3 to 4 accomplishment statements in the form of bullet point statements.
- Use proper grammar and proofread!

WRITING ACCOMPLISHMENT STATEMENTS

Accomplishment statements are statements about the work you have completed and the skills you developed in your position. They highlight that your job has been valuable to your professional development. [This document](#) from ASU's Career Services is a great resource on how to better tell your story through accomplishment statements. Be sure to use strong and active language while keeping information concise and relevant. It is important to make sure you are adding action verbs in your statements. Click [here](#) for examples of action verbs to include.

Tips & Tricks:

- Incorporate numbers! When listing your responsibilities try to include at least one numerical value (i.e.: Managed the department social media and increased following and interaction by 50%.)

- Highlight skills gained during your working learner role that are transferable to the jobs you're applying for, especially if they're not directly related. For instance, if you gained project management skills, emphasize how they can apply to the new role.
- Showcase how your role as a working learner contributed to your personal and professional development. This could include new skills learned, challenges overcome, or insights gained.

RESUME EXAMPLE

Ima Student
careerservices@asu.edu
480-965-2350
linkedin.com/school/arizona-state-university

Education
Bachelor of Arts in Communication May 20XX
Arizona State University, Tempe, Arizona

Experience

Barista, Starbucks, Tempe, Arizona August 20XX – Present

- Provide high quality customer service to more than 100 guests per day in a fast-paced environment while working with other team members to create an excellent experience and ensure return visits.
- Communicate effectively with guests to offer menu suggestions and promote daily specials oftentimes resulting in an up-sale of menu items.
- Utilize resources to answer customer questions and field customer complaints.

Childcare Provider, Mesa, Arizona December 2019 – Present

- Care for 3-7 children under the age of 10.
- Assist children with their homework and school assignments.
- Resolve conflict and practice active listening skills.
- Design creative games and activities to foster learning and development for children.

Community Involvement

Member, Project Humanities, Tempe, Arizona August 20XX – Present

- Engage with community through regular service events.
- Collaborate with other members on a weekly basis to organize meetings for student members.
- Facilitate tabling events on campus to share information about Project Humanities and recruit new members.

Volunteer, Project CURE, Tempe, Arizona October 20XX – November 20XX

- Collaborated with 9 team members to advance the organization's mission by unpacking, sorting and preparing donated medical supplies.
- Recruited two student clubs to volunteer for the project by hosting presentations that showcased the impact of the program.

Skills

- Google Suite
- Microsoft Office Suite