

**HOW TO DESCRIBE YOUR ROLE/ RESPONSIBILITIES
AS A CLUB/ TEAM MEMBER/ VOLUNTEER OR EMPLOYEE
USING ACTION WORDS?**

Useful tips for writing resumes, filling out brag sheets, or any kind of application.

<p>School Club member</p>	<ul style="list-style-type: none"> • Organizing school-wide fundraising events • Planning school events and advertising to aid those in need around the community and across the world (i.e., for members of MeToWe Club) • Event-planning such as WE Scare Hunger food drive, local book drive • Fundraising for causes concerning xxx (i.e., climate change) • Planning engaging activities to help educate xxx on the topic of xxx • Leading group of students to plan and execute school functions designed to maintain a good school spirit • Gathering donations for the homeless • Distributing items such as food and warm clothing to the homeless • Writing and distributing letters/ postcards to xxx • Raising awareness for xxx (i.e., orange shirt day to promote awareness on Canadian Residential Schools, or environmental issues) • Advertising club's purpose around the school • Researching local events to participate in to raise awareness in the wider community • Welcoming incoming students and guiding them through the school (i.e., for Best Buddies club members) • Designed posters to promote club goals • Participating in community events • Working to build community within the school • Working to preserve local environment • Representing xx club in regional tournaments (i.e.; for Debate Club) • Debating and delegating on world issues, current and past, in formal fashion • Attending conferences to debate pre-set topics while being assigned a country to represent (MUN Club) • Providing emotional support to improve mental well-being of peers.
<p>Council member</p>	<ul style="list-style-type: none"> • Planning and organizing events and activities for..., such as grad wear, after-grad activities • Participating in the planning of school-wide events such as assemblies, dances, etc. • Providing ideas and feedback on xx initiatives/ current issues • Working with xxx to find solutions to xxx issues • Discussing and identifying issues that affect xxx. • Addressing concerns • Helping design initiatives to foster change.

Tutoring	<ul style="list-style-type: none"> • Teaching lessons • Organizing assignments • Marking homework (i.e., for peer tutoring) • Answering questions regarding the course material • Helping students with comprehension • Helping grade x students with (subject) • Motivating students through example and encouragement • Working with students who struggle with (subject) • Connecting my love for teaching with my passion for (subject)
Foodbank	<ul style="list-style-type: none"> • Sorting through and organizing non-perishable food items for local families in need. • Packing food hampers
Book Buddies (Library)	<ul style="list-style-type: none"> • Acting as a leader and a patient friend to young children • Reading with young children to help them improve their reading skills. • Explaining and defining difficult vocabulary and sentence to children to enhance their reading comprehension skills.
Dance	<ul style="list-style-type: none"> • Organizing groups and props backstage at dress rehearsals • Bringing students to/ from the dressing room
Workshops	<ul style="list-style-type: none"> • Participating in xxx workshop at xxx to gain experience working in the xxx (i.e., medical field, biotechnology industry, veterinary field, construction)
Salesclerk	<ul style="list-style-type: none"> • Generating sales by providing the customer with an exceptional shopping experience • Building brand recognition • Promoting the xx product
Fast Food Industry Employee	<ul style="list-style-type: none"> • Working as a cook in preparing food • Assisting customers with their food order • Keeping the kitchen and counter area clean
Movie Theatre	<ul style="list-style-type: none"> • Communicating with guests and crew members • Taking and fulfilling guests' orders • Preparing food orders • Restocking food items • Cleaning machines • Multitasking and working under pressure
Babysitting	<ul style="list-style-type: none"> • Providing child care for children ages x to x • Duties include preparing meals, planning activities for the children, etc.

Refereeing	<ul style="list-style-type: none"> • Combining my passion for teaching with my love for (sport) • Ensuring that players understand and follow the rules of the game • Communicating with players and coaches • Resolving conflicts
Contests	<ul style="list-style-type: none"> • Participated in (nation-wide, province-wide, City's) xx contest • 2x school champion in ... • Won first place in... • Won the xx competition against 30 teams from across British Columbia
BCSPCA/ Pet Store	<ul style="list-style-type: none"> • Interacting with animals and potential adopters • Educating the public on animal handling and basic animal behaviour, responsibilities as a pet owner, etc. • Ensuring all cat care including feedings, brushing, entertainment, litter cleaning • Helping customers interested in the cats
Hospital/ Care Centre	<ul style="list-style-type: none"> • Attending to the needs of patients and families • Aiding with feeding seniors • Preparing sanitation kits for post-surgery patients • Interacting with acute care patients • Providing information to visitors at the Guest Services Desk • Offering customer service and directions to visitors • Visiting with residents at the xx Care Centre • Running activities for residents, such as Bingo, baking and music therapy • Setting up/ taking down activities at the xx Care Centre
First Aid Services/ Doctor's Practice	<ul style="list-style-type: none"> • Assisting the nurses • Helping with minor wound care • Taking blood pressure • Communicating with patients to help them being calm • Transporting patients to the medical room • Providing medical attention as needed • Gaining hands-on experience in a sterile environment: Cleaning equipment, creating examination trays, stocking operatories • Shadowing xx taking patients' x-rays/ performing examinations • Helping maintain and categorize the patient records
Summer Camps	<ul style="list-style-type: none"> • Teaching young children how to ride their bicycles and basic road safety skills. • Leading activities for children while ensuring their safety and providing a positive memorable experience for them. • Assisting the coaching staff at soccer camp • Assisting camp leaders with supervising young children

	<ul style="list-style-type: none"> • Independently supervising a group of 10 8-years-old boys during lunch hour and in before-and-after-camp care • Keeping a group of young children safe and engaged • Supporting children on the ice during skating lessons to ensure they stay engaged and safe • Assuring safety amongst children • Leading games and activities • Communicating with parents • Helping set up sports equipment. • Leading icebreaker activities • Engaging participants. • Organizing lunch hour activities for campers. • Supporting campers one-on-one with specific activities. • Welcoming parents and campers; overseeing daily sign-ins. • Leading ice-breaker activities. • Overseeing groups of young children and facilitating group activities/xxx-related skill development classes.
Coaching	<ul style="list-style-type: none"> • Coaching a team of 7 years-old boys in soccer • Teaching kids to belay and climb at xx
Leadership Skills	<ul style="list-style-type: none"> • Captain of my hockey team, leading the team to the league championships • Captain/ Co-Captain: Leading as a role model, encouraging team members, communicating, and resolving conflicts on the field • Setting deadlines and meeting goals • Hosted and lead weekly meetings • Run meetings • Direct proceedings, • Facilitate school-wide events
Awards	<ul style="list-style-type: none"> • Achieved honours with distinction in eleventh grade for earning straight A's in all my courses • Achieved subject excellence in Pre-Calculus 11 for earning one of the top marks in my class • Achieved Top-Student in Spanish 11 with a mark of 98%

***IMPORTANT NOTE:** This overview is not meant for students to copy and “sell” as their own. It is meant to facilitate brainstorming and to serve as a guideline for students explaining their activities and achievements when compiling their resume or applying for scholarships.*