

## O\*NET Guide

O\*NET, the Occupational Information Network, is a free comprehensive online database containing hundreds of occupational definitions, job requirements, resources and more! O\*NET is the nation's primary source of occupational information and utilizing this resource can help you cultivate ideas to strengthen your resume.

### Cashier

#### Instead of...

Took money from customers

Helped customers

#### Recommended

- Processed payments for merchandise in excess of \$1,000 daily by accepting cash, checks, credit cards, and gift certificates.
- Assisted customers with product location, information, and selection comparisons for purchase options.

### Retail

#### Instead of...

Stocked shelves and counters

Received stock

#### Recommended

- Designed and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Received and counted stock items, and recorded data into electronic inventory database.
- Inspected stock items for wear, defects before releasing them into the store.

### Tutor

#### Instead of...

Helped kids with homework

Graded papers

#### Recommended

- Provided feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Reviewed homework for completeness, reinforced learning concepts learned in class using alternative learning modes.
- Reviewed up to 90 homework assignments weekly for completeness and accuracy
- Provided written feedback to student on strengths and areas for improvement. Recorded grade in electronic grade book weekly.

### Food Services

#### Instead of...

Helped customers

Cooked food

#### Recommended

- Waited on 4-8 tables simultaneously ensuring each guest had their needs and requests met in a timely manner.
- Prepared a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.

### Student Assistant

#### Instead of...

Helped with events

Cooked food

#### Recommended

- Promoted campus events through innovative and traditional PR/advertising techniques.
- Carried out program manager projects for major campus events such as 'Welcome Back Week'.
- Maintained a filing system for administrative, regulatory and office management documents
- Organize and updated regulatory and policy binders

Check out more job descriptions at O\*NET Online!  
[www.onetonline.org](http://www.onetonline.org)