

HIGHLIGHTING

SKILLS AND ACHIEVEMENTS



LIST OF ACTION WORDS

These are powerful verbs that describe specific tasks, responsibilities, or accomplishments a person has performed in previous roles.

- Achieved, Coordinated, Led, Improved
Designed, Managed, Edited, Developed
- Increased, Implemented, Organized, Collaborated
- Supervised, Analyzed, Executed, Generated

LIST OF CHARACTERISTICS

These are meant to showcase how you developed in each role.

- Emotional Intelligence, Time Management, Task Prioritization
- Leadership Skills, Managing Difficult Conversations, Customer Service
- Critical Decision Making, Communication, Public Speaking
- Organization, Empathy, Assertiveness

Examples of Bullet Points to Explain a Position or Extracurricular Activity

POSITION ACTION PROJECT RESULT

Student Journalist

- Increased newspaper advertising sales through targeted marketing strategies by 30%.

Head Lifeguard

- Worked with a team to select a new pool cleaning system, saving the city \$1,000 a month in wages.

Ranch Hand

- Worked alongside the ranch team to ensure the hay was ready for livestock ahead of schedule, harvesting 100 acres of hay during peak season.

Food Pantry Volunteer

- Collaborated with a team of volunteers to efficiently unload, sort, and distribute over 4,000 lbs of food donations in a single day.

FFA President

- Organized and led the FFA pancake fundraiser by coordinating event logistics, volunteers, and sponsors, which resulted in raising \$5,000 for the FFA chapter.

Fair High School Robotics Team

- Collaborated with teammates troubleshooting mechanical and software issues, achieving first place out of 30 teams.

