

## Examples of Action Words and RESULTS Language

TDA Interiors and Architects: Cincinnati, OH June, 2016 – April, 2017

### BEFORE TEXT

Paid Intern: I worked in the textile library and helped interior designers and architects at TDA Interiors with whatever they needed at the time.

### AFTER TEXT

Paid Intern:

- Independently interacted with outside sales representatives and clients on behalf of the design firm
- Assisted the assembly of design spreads
- Gathered and organized all project materials, including the entire materials library
- Processed orders and returns of samples Created spec sheets and project punch lists

Interfaith Hospitality Network of Greater Cincinnati: Cincinnati, OH Jan., 2016 – Jan., 2017

### BEFORE TEXT

Activities Volunteer: I visited with homeless children with my therapy dog, Daisy, to bring comfort and joy to others.

### AFTER TEXT

Activities Volunteer:

- Volunteered with children of the homeless population for an hour every Tuesday after school
- Engaged in social interaction between myself and the children via my therapy dog
- Entertained the children, modeled proper social skills, and re-directed tension using creative measures

Suburban Press: Cincinnati, OH

2011 - 2015

### BEFORE TEXT

Paper Carrier: Delivered neighborhood papers and managed collections.

### AFTER TEXT

Paper Carrier:

- Managed sales and service to ~40 customers in local neighborhood
- Kept impeccable financial records for collections
- Ensured paper was delivered on time, regardless of weather, homework, or extra-curricular activities

Athletic Performance and Leadership:

**BEFORE TEXT**

Cross-Country – Varsity Runner and Team Captain.

**AFTER TEXT**

Cross-Country Team Captain – Division 1 Top 20 State runner, Varsity Team Member for 3 years, now in leadership role to define team goals and support 140-boy team in achieving goals.