

## Highlighting Your Transferable Skills

When working on your résumé, we encourage you to include professional experience you have had in the past, even if unrelated to your areas of interest. The key is finding the relevant, transferable skills in that experience and translating those to your desired global internship. You should be able to link each bullet point in your résumé to your main areas of interest, by using keywords. In the example below we have described and adapted **the same task**, for multiple fields, to give you an idea of how to approach this task. Make sure to check out the **highlighted text** in the examples.

### PROFESSIONAL EXPERIENCE

#### Big Arizona Country Club Camp Counselor

Tucson, AZ  
June 2023 – Present

- **GENERAL BUSINESS:** Managed and executed the calendar of activities for children between the ages of 7 to 9 years old.
- **PSYCHOLOGY/EDUCATION:** Planned camp activities for children aged 7 to 9 fostering physical, social and emotional growth.
- **HUMAN RESOURCES:** Planned camp activities for children aged 7 to 9 and distributed the groups in accordance to DEI criteria.
- **MARKETING:** Managed and executed the scheduled activities resulting in a 20% increase of promoters on the Net Promoter Score survey completed by parents.
- **FINANCE:** Managed a dynamic planner of the camp activities with an Excel spreadsheet.
- **COMMUNICATION:** Planned camp activities for children and designed the camp calendar utilizing the program Canva.

#### On the Mile Server

Tucson, AZ  
August 2022 – May 2023

- **GENERAL BUSINESS:** Maintained a clean and efficient dining area in an extremely busy work environment.
- **PSYCHOLOGY/EDUCATION:** Maintained a clean and efficient dining area in an extremely busy work environment, adapting my approach to each customer to ensure high levels of customer satisfaction.
- **HUMAN RESOURCES:** Maintained a clean and efficient dining area in an extremely busy work environment while training and supporting new employees on required job tasks.
- **MARKETING:** Maintained a clean and efficient dining area in an extremely busy work environment, contributing to excellent customer experience.
- **FINANCE:** Organized the restaurant's maintenance, contributing to an 8% increase in the overall table service ratio per shift.
- **COMMUNICATION:** Organized the restaurant's maintenance in an extremely busy work environment which enhanced my verbal and non-verbal communication skills.

#### Freshman Class Council Historian / Co-Social Coordinator

Tucson, AZ  
January 2022 – July 2022

- **GENERAL BUSINESS:** Managed a shared Google Document to organize names, birthdays, hobbies, and favorite things of all 50 members.
- **PSYCHOLOGY/EDUCATION:** Managed a shared Google Document to organize names, birthdays, hobbies, and favorite things of all 50 members with the goal of accommodating all members preferences and needs.
- **HUMAN RESOURCES:** Managed a shared Google Document to organize all 50 members' profiles that included individual names, birthdays, hobbies, and favorite things.
- **MARKETING:** Managed a shared Google Document to arrange names, birthdays, hobbies, and favorite things of all 50 members and researched insights which aided in organizing social events with a high rate of enrollment.
- **FINANCE:** Managed an Excel spreadsheet with all members' data to analyze trends and present that information in graph form to leaders of the Class Council.
- **COMMUNICATION:** Managed a shared Google Document to organize the profiles of all 50 members which allowed more personalized online communication with group members.