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Applying for a Job: Work Experience – List Job Duties

*Change the narrative into a list of principal duties. Use the **past tense** for a job you no longer are doing. First, underline the verbs. Next, type a list of duties using past-tense verbs. For help, see the answer key that follows the exercises.*

Sample narrative 1: Cashier

I work as a cashier at Target. I provide courteous and professional service to customers. I maintain and manage an accurate cash drawer.

- provided courteous and professional service to customers
- maintained and managed an accurate cash drawer

Note: These verbs are typically used when describing job duties. In this example, *provide* means “give,” *maintain* means “keep,” and *manage* means “to take care of something” or “be responsible for something.”

Sample narrative 2: Home Health Aide

I work at Shalom Health Care Agency. I help clients with bathing and other daily living activities. I manage medication. I maintain health records and schedule medical appointments. I prepare meals as well as do laundry and light housework.

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Sample narrative 3: Seamstress / Tailor

I work as seamstress from my home. I make beautiful dresses for special occasions. I mend torn clothing, attach buttons, hem pants, and make alterations.

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Sample narrative 4: Childcare Worker

I'm a teacher's aide at Kids N Care Center. I supervise a baby room of 5 infants and provide excellent care. I monitor after-school participants and make sure they stay safe. I communicate professionally with parents about their children's daily activities. I perform all tasks to properly close the center at the end of each day.

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Sample narrative 5: Stay at Home Parent / Homemaker

I work at home taking care of my family. I keep a clean and orderly household. I plan and cook healthful meals. I help children with homework and manage their daily schedules including all activities and appointments.

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Adapted from materials created by PPL, Project for Pride in Living.

Job Duties for Selected Job Experience

<http://www.ppl-inc.org/wp-content/uploads/2012/08/Samples-of-Job-Duties-for-Selected-Job-Experience.pdf>

Answer Key:

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*Change the narrative into a list of principal duties. Use the **past tense** for a job you no longer are doing. First, underline the verbs. Next, type a list of duties using past-tense verbs.*

Sample narrative 1: Cashier

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Note: These verbs are typically used when describing job duties. In this example, *provide* means “give,” *maintain* means “keep,” and *manage* means “to take care of something” or “be responsible for something.”

Sample narrative 2: Home Health Aide

I work at Shalom Health Care Agency. I help clients with bathing and other daily living activities. I manage medication. I maintain health records and schedule medical appointments. I prepare meals as well as do laundry and light housework.

- helped people with bathing and other daily living activities
- took care of medication OR managed medication
- kept health records OR maintained health records
- made medical appointments OR scheduled medical appointments
- made meals OR prepared meals
- did laundry and light housework

Sample narrative 3: Seamstress / Tailor

I work as seamstress from my home. I make beautiful dresses for special occasions. I mend torn clothing, attach buttons, hem pants, and make alterations.

- made beautiful clothes
- mended torn clothing
- attached buttons
- hemmed pants
- made alterations

Sample narrative 4: Childcare Worker

I'm a teacher's aide at Kids N Care Center. I supervise a baby room of 5 infants and provide excellent care. I monitor after-school participants and make sure they stay safe. I communicate professionally with parents about their children's daily activities. I perform all tasks to properly close the center at the end of each day.

- supervised a baby room of 5 infants
- provided excellent care
- monitored after-school participants
- ensured safety
- communicated professionally with parents
- performed all tasks to close center each day

Sample narrative 5: Stay at Home Parent / Homemaker

I work at home taking care of my family. I keep a clean and orderly household. I plan and cook healthful meals. I help children with homework and manage their daily schedules including all activities and appointments.

- took care of my family
- kept a clean and orderly household
- planned and cooked healthful meals
- helped children with homework
- managed daily schedules including all activities and appointments

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