Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

**One-Liners and the Action Verbs Worksheet**

Review all your skills and abilities that you listed in the Job Related Skills Worksheet.

For your exercise here, a ***“One-Liner”*** is a very simple one-line sentence describing how you have *already used* those related skills and abilities in the past. Sometimes it may be more than one line, but we still want to keep it very short. The “One-Liner” is the ***written evidence*** you can perform the listed job requirements.

“One-Liners” usually ***start*** off with an ***Action Verb*** and if possible, ***end*** with a ***Result***.

ACTION VERBS you can use to start One-Liners:

MANAGING TECHNICAL CLERICAL COMMUNICATING

accomplished assembled approved addressed

analyzed built arranged arranged

attained calculated catalogued convinced

conducted computed classified corresponded

consolidated configured collected developed

contacted designed compared directed

coordinated determined compiled drafted

developed devised completed edited

directed eliminated distributed enlisted

established enhanced enlarged influenced

evaluated fabricated implemented interpreted

exceeded installed inspected negotiated

headed maintained monitored participated

improved operated operated persuaded

increased overhauled organized presented

initiated programmed prepared promoted

organized reduced processed proposed

oversaw refined recorded related

planned remodeled retrieved secured

prioritized repaired screened sold

produced retrieved specified spoke

scheduled solved sorted translated

strengthened trained tabulated wrote

trimmed upgraded validated

**Circle the works you think apply to your experience and use these to start your “One-Liner” sentences.**

RESEARCHING TEACHING HELPING CREATING

collected advised assisted acted

consulted clarified clarified conceived

evaluated coached coached created

examined communicated counseled customized

experimented coordinated demonstrated designed

identified corrected educated developed

inspected developed guided established

interpreted enabled motivated fashioned

interviewed encouraged referred illustrated

investigated evaluated supported improved

obtained explained initiated

organized guided introduced

reviewed informed invented

searched initiated originated

summarized instructed performed

surveyed persuaded planned

set goals redesigned

trained reshaped

revitalized

shaped

**Circle the works you think apply to your experience and use these to start your “One-Liner” sentences.**

Four Steps to writing a good “One-Liner”.

1. Rather than just ***claiming*** you have a skill, you can ***demonstrate*** that skill by describing specific experiences and achievements where you have used or acquired the skill.
2. Describe each experience or achievement in a simple action statement, a “One-Liner” starting with an action verb.
3. Use the most impactful action verb to express mastery of skills.
4. Be sure to mention, *if at all possible*, specific, quantified, successful results that would spark interest with your future employer.

EXAMPLES OF GOOD “ONE-LINERS”

*Job Objective: Position in Office Services*

Skill: Computer experience

* ***Created*** *several long reports using Microsoft Word and PowerPoint.*
* ***Tutored*** *other students in basic word processing.*

*Job Objective: Position as an Auto Parts Counter person*

Skill: Looking up part numbers in company database.

* ***Identified*** *and* ***ordered*** *repair parts using the AllData program in my Career Center Auto Technology class.*
* ***Implemented, Catalogued, and Maintained*** *consumables inventory for Auto Shop class.*

*Job Objective: Position as a Marketing Intern*

Skill: Marketing/Sales

* ***Presented*** *proposal regarding**advertising space to local businesses for our school yearbook committee,* ***raising*** *$2,500 for our cause.*
* ***Spear-headed*** *a door-to-door campaign to help get our councilman re-elected.*

*Job Objective: Position as Receptionist at a Vet Clinic*

Skill: Customer Service

* ***Explained*** *the specific specialty plants offered at our FFA Plant Sale to hundreds of potential customers.*

Skill: Be able to handle small pets.

* ***Examined*** *sheep and livestock for general health conditions in my Ag Science classes at the Career Center,* ***organizing*** *notes into a lab report for my instructor*

The exercise on the next page is to give you a “bank” of one line descriptions you can use on your resume for your chosen job.

A Related Skill

(From your Job Related Skills Worksheet)

One-Liners about my experience and achievement using this skill

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(From your Job Related Skills Worksheet)

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