

Use Your Agilities To Create Your Resume

Early in your career, what do you put on your resume? Think of your Agilities! Your projects and early work experiences are valuable - describe them in ways that highlight your Agilities.

STEP 1. Identify your top Agilities. Take the Agile Work Profiler to get yours!

STEP 2. List your experiences and education. This includes your classes, positions in school organizations, grades, part-time jobs or volunteer assignments that reflect your character, people skills, and responsibilities.

STEP 3: For each experience, create bullet points that tell the recruiter more about your activities and accomplishments. This is where to use your Agilities.

Your goal is to shout out your Agilities and show a recruiter proof of your interest and skills. Agilities help a recruiter see what you could bring to their institution or business.

For example, if you were a summer camp counselor who taught tennis, and a top Agility you want to use in your career is Developing Others, use the words Developing Others in your description of how you taught tennis.

TENNIS INSTRUCTOR, CAMP WAXAHACHIE SUMMER 2018

- Used skills of developing others to lead a successful summer tennis session for kids 6-12 at summer camp.
- Taught 48 campers 130 tennis sessions
- Assessed skill level of players, divided them into play groups by ability, provided modified instruction for each level.
- On average, campers improved at least one skill level by the end of camp. Participants rated my tennis program 5 out of 5. Invited to teach year-round by camp Director

Agility

Describe the job

Give evidence of using your Agilities

Results

AGILE WORK PROFILER ©