

Use Your Agilities To Create Your Resume

Early in your career, what do you put on your resume? Think of your Agilities! Your volunteer and early work experiences are valuable, so 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 interests and skills. Agilities help a recruiter see what you could bring to their institution or business.

For example, if you volunteered with a group of inner-city youth and a top Agility you want to use in your career is Selling and Communicating, use the words 'selling and communicating' in your description of what you did to help that group of young people.

Volunteer, Missions for Charity, 2018-current

- Use skills of selling and communicating to mentor youth to stay in school and continue their formal education
 - Mentor middle school age youth weekly during the school year
 - Emphasize activities designed to encourage youth to take advantage of educational opportunities in the community
 - On average, students demonstrate an increased sense of value in getting an education and a commitment to improving reading skills. As a result of my leadership, students engage in frequent discussions of their personal goals for higher education.
- Annotations:
- Agility (points to "selling and communicating")
 - Describe the job (points to "mentor youth to stay in school and continue their formal education")
 - Scale of the job (points to "mentor middle school age youth weekly during the school year")
 - Evidence of using Agilities (points to "On average, students demonstrate an increased sense of value in getting an education and a commitment to improving reading skills.")
 - Results (points to "As a result of my leadership, students engage in frequent discussions of their personal goals for higher education.")

ALEX _____

Address | Phone | Email

Skills/Agilities

Selling and Communicating, Managing, Innovating, Serving and Caring

Education

Saint Louis University/Bachelor of Arts expected May 2021

- Political Science, Economics, and Urban Poverty Studies majors
- GPA 3.34
- Student Staff and member of the Speech, Expression, and Civil Discourse Committee for Saint Louis University President Dr. Fred Pestello
- Indoor and Outdoor Track & Field team member and record holder

Experience

Congressional Coalition on Adoption Institute/May-July 2019

- Foster Youth Policy intern
 - Conducted in-depth research to author a child welfare policy report focusing on barriers to permanency in the U.S. child welfare system

The DeBruce Foundation/June 2018-current

- DeBruce Career Corps member
 - Collaborate in monthly meetings to advance the mission and strategize economic development of The DeBruce Foundation

Volunteer/Leadership Experience

Missions for Charity/2018-current

- Use skills of selling and communicating to mentor middle school-aged youth to stay in school and continue their formal education
- Design activities to encourage youth to pursue educational opportunities
- On average, students demonstrate an increased sense of value in getting an education and a commitment to increasing reading skills. As a result of my leadership, students engage in frequent discussions of their personal goals for higher education.

FIRST NAME

LAST NAME

Address | Phone | Email

Skills Summary

To get started right away, just tap any placeholder text (such as this) and start typing.

Education

Degree / Date of Graduation

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

Experience

Name of Employer

Job Title / Dates of Employment

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Awards and Acknowledgements

Type of Award / Award Description

Are you president of your fraternity or sorority, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!