

# Agilities Overview

## What are Agilities?

The Agilities are a group of 10 work activities that are found in different amounts in every job.

### Your Top Agilities

What you're currently good at  
+ what you like doing



Can change over time  
and be developed!

### 10 Agilities of Work



# Value of Agilities

## *Elevate YOU*

**Knowledge of your skills and how they're used on the job help you:**

- **Translate** your skills into **work language**
- **Frame** your skills and experiences in your **resumé**
- **Speak** better to your strengths in **interviews**
- **See skills** embedded in experiences and **transfer** those into different environments
- **Be more confident** doing the job
- **Develop skills** to prepare you for the **future** you want



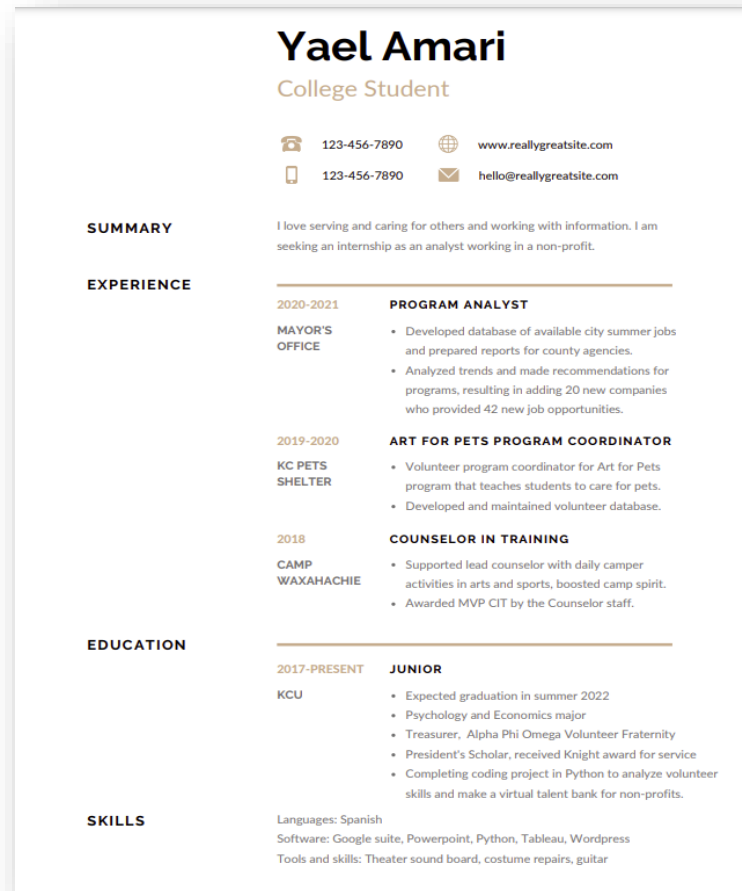
**Resumés**  
help you  
*“show and tell”*  
your value to employers.

# RESUMÉS

## Detail your relevant experience

... in job applications and recruiting.

- Document specific experiences, skills and education, with details
- Emphasize relevance to the specific opportunity
  - Yes! That means you need to edit your resume slightly for each opportunity
- Use a format that fits your industry



Even if you don't think you need one,  
**MAKE** a resumé **NOW** while you **REMEMBER** the  
things you've done recently in **DETAIL**.



Source: Images in search for 'google docs resume templates'

# Resumés can be created in many formats



5 Google Docs Resume Te...  
themuse.com



Google Docs Resume T...  
novoresume.com



Free Google Docs Resume ...  
careerreload.com



10 Free Google Docs Resume Te...  
zety.com



10 Free Google Docs Resume Te...  
zety.com



Google Docs Resume Templa...  
resumegenius.com



Google Docs Resume T...  
mypperfectresume.com



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pinterest.com



Resume Templates for ...  
resumelab.com



5 Google Docs Resume Tem...  
themuse.com



10 Free Google Docs Resume Templat...  
zety.com



# RESUMÉS INCLUDE:

Name

Contact info

Summary

Experience

Education and Interests

Skills and Tools

**Yael Amari**

College Student



123-456-7890



www.reallygreatsite.com



123-456-7890



hello@reallygreatsite.com

## SUMMARY

I love serving and caring for others and working with information. I am seeking an internship as an analyst working in a non-profit.

## EXPERIENCE

2020-2021

MAYOR'S  
OFFICE

### PROGRAM ANALYST

- Developed database of available city summer jobs and prepared reports for county agencies.
- Analyzed trends and made recommendations for programs, resulting in adding 20 new companies who provided 42 new job opportunities.

2019-2020

KC PETS  
SHELTER

### ART FOR PETS PROGRAM COORDINATOR

- Volunteer program coordinator for Art for Pets program that teaches students to care for pets.
- Developed and maintained volunteer database.

2018

CAMP  
WAXAHACHIE

### COUNSELOR IN TRAINING

- Supported lead counselor with daily camper activities in arts and sports, boosted camp spirit.
- Awarded MVP CIT by the Counselor staff.

## EDUCATION

2017-PRESENT

KCU

### JUNIOR

- Expected graduation in summer 2022
- Psychology and Economics major
- Treasurer, Alpha Phi Omega Volunteer Fraternity
- President's Scholar, received Knight award for service
- Completing coding project in Python to analyze volunteer skills and make a virtual talent bank for non-profits.

## SKILLS

Languages: Spanish

Software: Google suite, Powerpoint, Python, Tableau, Wordpress

Tools and skills: Theater sound board, costume repairs, guitar

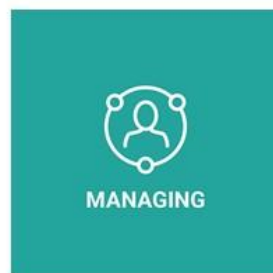


**DeBruce**  
FOUNDATION

**3 TIPS**  
TO MAKE WRITING  
**RESUMES EASY:**  
Use Agilities as the theme!



# Choose 1-2 of your top Agilities



# Tip #1: Use Agilities in your Summary

Sum up your strengths and interests for the recruiter and show them the value you can bring.

I love serving and caring for others and working with information. I am seeking an internship as an analyst working in a non-profit.

NOTE: Agilities are DeBruce Foundation names for groups of work activities. The term “Agilities” and the individual names are not industry terms that are widely known, so take them as descriptions. Some Agilities are easier to describe than others!

**Yael Amari**  
College Student

123-456-7890 | www.yaelsummary.com  
123-456-7890 | yaelsummary@gmail.com

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**SUMMARY** I love serving and caring for others and working with information. I am seeking an internship as an analyst working in a non-profit.

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**EXPERIENCE**

**2020-2021**  
NAVORS OFFICE

**PROGRAM ANALYST**

- Developed database of available city summer jobs and prepared reports for county agencies.
- Analyzed trends and made recommendations for programs, resulting in adding 20 new companies who provided 42 new city opportunities.

**2019-2020**  
KIC PETS SHELTER

**ART FOR PETS PROGRAM COORDINATOR**

- Volunteer program coordinator for Art for Pets program that teaches students to care for pets.
- Developed and maintained volunteer database.

**2018**  
CAMP WAKAHACHE

**COUNSELOR IN TRAINING**

- Supported lead counselor with daily camper activities in arts and sports, boosted camper spirit.
- Assisted KAMP COT by the Counselor staff.

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**EDUCATION**

**2021-PRESENT**  
MCU

**JUNIOR**

- Expected graduation in summer 2022
- Psychology and Economics major
- Treasurer, Alpha Phi Omega Volunteer Fraternity
- President's Scholar, received Knight Award for service
- Completed coding project in Python to analyze volunteer skills and make a virtual talent bank for non-profits.

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**SKILLS**

Languages: Spanish  
Software: Google suite, Powerpoint, Python, Tableau, Wordpress  
Tools and skills: Theater sound board, customer support, guitar

# Examples

- Using my \_\_\_\_\_ skills, I.....
- Using my **innovating** and **selling and communicating** skills, I am looking for an internship with an advertising agency.
- Using my skills for **operating objects**, I am looking for a position with a construction company.
- Using my skills for **developing others**, I am looking for a summer position as a nanny.
- Using my skills for **working with information**, I am looking for a position as a bookkeeper or an accounting internship.

# Tip #2: Use Agilities in Your Experience

This can be brief!

Describe what you did and how you used the Agility.

## SUMMARY

I love serving and caring for others and working with information. I am seeking an internship as an analyst working in a non-profit.

## EXPERIENCE

2020-2021

MAYOR'S  
OFFICE

### PROGRAM ANALYST

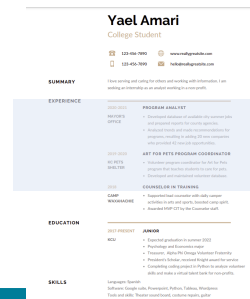
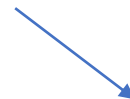
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2019-2020

KC PETS  
SHELTER

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# Highlight key words

- Developing Others + Baseball Coach
  - **Taught** pitching and **coached** little league baseball team
- Managing + Director of School Play
  - **Managed** logistics of school play and **coordinated** rehearsals
- Selling and Communicating + Summer Position at Health Club
  - **Persuaded** customers to upgrade their membership
- Organizing + Retail Sales Position
  - **Staged and organized** items for sale to increase their visibility
- OTHER EXAMPLES??

# SAME experience, DIFFERENT Agilities

Operated and maintained automatic ball equipment at tennis facility



SELLING AND  
COMMUNICATING

Created fun announcements to pitch tennis lessons and contests



JUDGING  
AND ESTIMATING

Estimated number of balls and racquets needed daily



SERVING  
AND CARING

Held focus groups to get feedback from campers



MANAGING

Planned and organized camp activities



DeBruce  
FOUNDATION

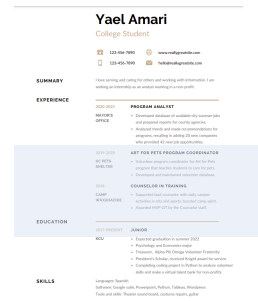
# Use Agilities in Your Experience

Have room for details? Add details that matter.

1. Highlight the Agility
2. Describe what you did
3. Specify the scale
4. Give evidence of using your Agility
5. Show Results

## Tennis Instructor, Camp Waxahachie, 2018

- Used skills of developing others to lead a successful summer tennis session for kids ages 6-12.
- Taught 40 campers 120 tennis sessions.
- Assessed skill level of players, created playgroups by ability, provided modified instruction for each level.
- On average, campers improved at least one level. Performance rated 5 out of 5. Invited to return to teach again.



# Tip #3: Add the right extras, they matter

- Teams or clubs which represent a substantial commitment
  - YES – They show work ethic and positive character
- Community service and awards
  - YES – If they are public
- Everyday software and tools
  - YES - this is very valuable, list all
- Languages
  - YES - this is very valuable
- Favorite brands, bands, labels
  - NOT FOR MOST JOBS – only include personal interests if they are relevant to the job
- Photo
  - NO - save this for a profile or portfolio



# Resumé **FEEDBACK** from **TRUSTED SOURCES** to get to **WOW!**

Ask someone else to check for

1. Presentation – is it clean, well formatted?
2. Typos and grammar – does it follow academic standard writing?
3. Clarity – is it easy to understand?
4. Impact – what about your experience is exciting or well done?
5. Industry – if possible, what is the feedback of someone in that industry or job?

# Formatting for Online vs. Email Submission

- Large companies use ATS\* – human eyes do not review in the first round; build your resume to make it through the computer algorithms
- Use exact *key words* from the job description. (Ex. Field marketing or event marketing)
- Use the exact format requested by the system; usually a Word doc
- List your skills! They help SEO your resume (Search Engine Optimization)
- No....horizontal/vertical lines; fancy formatting; reverse color schemes; photos/pictures – difficult for computers to recognize and resume may be kicked out.
- Save the “fancy” resume formatting for PDF versions that you can email or print and hand out in person

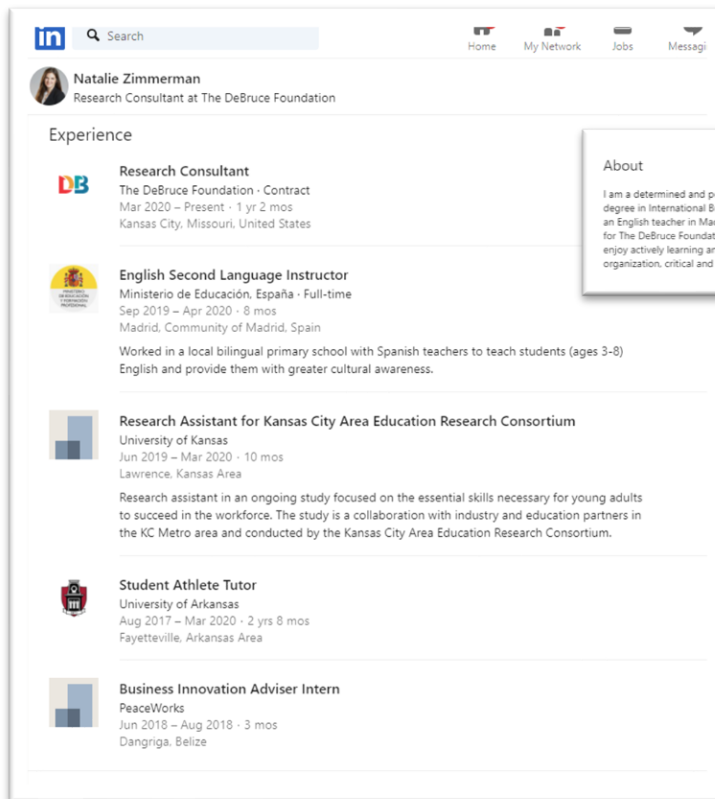
\*ATS = Applicant Tracking System

# PROFILES

## Introduce yourself

...for networking and at events, and for recruiting.

- Share your overall career strengths and interests with a few specific highlights
- Design for all audiences to see



### About

I am a determined and persevering graduate of the Walton College of Business at the University of Arkansas with a degree in International Business with a focus on Economics and a Minor in Spanish. After spending a year working as an English teacher in Madrid, Spain, I returned to work as an independent research consultant. I'm currently working for The DeBruce Foundation and at the Urban Education Research Center at the University of Missouri - Kansas City. I enjoy actively learning and continuously seek out opportunities for personal and professional growth. My skills include: organization, critical and innovative problem solving, collaborating and communicating in diverse teams.

# Profiles can be created in many formats

Source: Canva.com

- On platforms like LinkedIn (age 16+)
- On your own site
- Limit personal information shared – no home addresses, phone numbers, high school names

## Rachelle Beaudry

SENIOR ACCOUNTANT

### CAREER OBJECTIVE

I am a certified public accountant with experience in cost budgeting for multinational companies. I am currently seeking opportunities for a managerial role.

### HOW TO REACH ME:

Home: 123-456-7890  
Cell: 123-456-7890  
hello@realtograte.com  
123 Anywhere Street, Any City,  
State, Country 12345  
LinkedIn: @realtograte

### WORK EXPERIENCE

#### Senior Accountant

Stratford Accounting | Sept. 2009 to present  
Reviews all budgets and annual budget reports  
Prepares journal entries for year-end audits  
Trains new accountants on accounting protocol

#### Staff Accountant

Bijou Business Group | Aug. 2007 to Aug. 2009  
Created monthly financial statements  
Assisted in implementing a new internal automatic accounting system  
Resolved discrepancies with existing accounts

### PROFESSIONAL SKILLS

- Financial Reporting
- Payroll Accounting & Tax Computations
- Standard Cost Analysis & System Automation
- Accounts Receivable & Accounts Payable

### EDUCATIONAL TRAINING

#### Finchworth University

Bachelor of Science in Accountancy  
Attended Sept. 2003 to June 2007  
Graduated with CPA of 1850  
President, Finchworth Honors Society  
Managing Editor, Finchworth Observer

#### Finchworth High School

Diploma with Academic Distinction  
Attended Sept. 2009 to June 2013  
Graduated class valedictorian  
Champion, Finchworth County Math Quiz  
President, HHS Photography Club

### CHARACTER REFERENCES

Shi Xing  
Management Accountant, Stratford Accounting  
Cell: 123-456-7890  
Catherine Peterson  
Chief Accountant, Bijou Business Group  
Cell: 123-456-7890



## CARRY MAE MORGAN

SOCIAL MEDIA MANAGER

### PROFILE

I am an experienced social media manager seeking a full-time position in the field of social media and marketing communications, where I can apply my knowledge and skills for continuous improvement.

### CONTACT

+44 7700 9530  
hello@ameliaadams.com  
www.ameliaadams.com

### EXPERIENCE

#### 2015

##### SOCIAL MEDIA MANAGER

New Media Company | Jan 2015 - Present  
Managed social media accounts and created social media for daily postings. Created various digital ads. Increased social media following by 200%.

#### 2014

##### SOCIAL MEDIA COORDINATOR

New Media Company | March 2013 - Jan 2014  
Managed social media accounts and created social media for daily postings. Created various digital ads. Increased social media following by 200%.

#### 2013

##### SOCIAL MEDIA INTERN

New Media Company | Jan 2012 - Feb 2013  
Developed a social media strategy to increase the following of the company website. Spearheaded a viral campaign for one of the company's products.

### EDUCATION

BACHELOR OF ARTS, MAJOR IN COMM  
University of Tim-Burners Lee | 2009 - 2012

### ASSOCIATE IN MARKETING

Communication Colleges | 2007 - 2011

### SKILLS

#### SEO and Google Analytics

Content Writing

#### Social Media Strategy

Project Management

#### Web Development

Graphic Design

#### Digital Marketing

Blogging

#### Layout Design

Research



## JONATHAN PATTERSON

Community Manager

### CAREER GOALS

To be an innovator in digital media and responsible social media management, and to use online platforms to organize cause-oriented communities.

### CORE STRENGTHS

- Content Creation
- Social Networking
- Public Relations
- Website Management
- Digital Analytics Tools
- Graphic Design
- Strong Communication Skills

### CONTACT DETAILS:

Telephone: 123-456-7890  
Email: hello@realtograte.com  
LinkedIn: @realtograte  
123 Anywhere St., Any City, State, Country 12345  
www.realtograte.com

### EMPLOYMENT HISTORY

#### Beathox Industries

##### SENIOR COMMUNITY MANAGER, 2017-2019

Grew the Beathox community by engaging users through social media channels. Improved the structure of the community program for the Eastern Region.

#### The Beechtown Herald

##### JUNIOR COMMUNITY MANAGER, 2015-2017

Interacted with subscribers on social media sites. Generated content for various social media and online platforms. Tracked metrics for performance.

### ACADEMIC HISTORY

#### Laytown Business School

##### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Graduated with distinct honors  
Editor-in-Chief of the Laytown Herald, 2014-2015  
Member of the Laytown Leaders Circle  
Founder of Laytown Writers Guild

#### Laytown Tech Training

##### CERTIFICATION COURSE IN COMMUNITY ORGANIZATION

Completed coursework about five years  
Academic Achievement Award  
Best Thesis: "Bridging the Gap Between Online and Offline Community Engagement"

### HOBBIES & INTERESTS

- Sketchboarding
- Playing the Electric Guitar and Drums
- Mountain Biking
- Distance Running
- Writing Poetry and Fiction
- Sketching Urban Scenes



## OLIVIA WILSON

### IT PROJECT MANAGER

### PERSONAL PROFILE

I am an IT project manager with holistic knowledge of software development and design. I am also experienced in coordinating with stakeholders.

### WORK EXPERIENCE

#### Project Manager

Veranova Ltd | Oct 2017 - present  
Conduct day-to-day project coordination, planning, and implementation across multiple teams  
Create functional and technical application documents

#### Senior UX Designer

Pivotalpoint Hse | Jan 2014 - Sept 2017  
Managed complex projects from start to finish  
Collaborated with other designers  
Translated requirements into polished, high-level designs

### EDUCATIONAL HISTORY

#### HGFZ Graduate Center

Masters in Project Management | Jan 2013 - Dec 2014

- Studied project planning, coordination, and ethics
- Worked with various startups on launching new apps and services

#### Cliffmoor College

B.A. Product Design | Dec 2008 - Dec 2012

- GPA: 3.26

- Minor in Management

- Thesis involved studying several technology companies and optimizing their product design process

### CONTACT ME AT

Office Address: 123 Anywhere St., Any City, State, Country 12345

hello@realtograte.com

www.realtograte.co.uk

@realtograte

### SKILLS SUMMARY

Project Management

Software Development

Budgeting and Cost Analysis

Strategic Business Planning

Staff and Team Training

Process Improvement

### AWARDS RECEIVED

Most Outstanding Employee of the Year, Pivotalpoint Hse (2015)

Best Mobile App Design, HGFZ Graduate Center (2014)

Design Awards, Cliffmoor College (2012)

# PROFILES, PORTFOLIOS, and RESUMES

communicate **YOUR VALUE** to **EMPLOYERS**

## PROFILES

**Introduce yourself**

- Networking and Events
- Recruiting
- Share your overall career strengths and interests with a few specific highlights
- Intended for all audiences to see

## PORTFOLIOS

**demonstrate your skills with examples**

- Client pitches
- Recruiting
- Particularly important in some fields
- Collection of projects and work samples

## RESUMES

**detail relevant experience for a specific job**

- Job applications
- Recruiting
- Document specific experiences, skills and education, with details
- Emphasize relevance to the specific opportunity
  - Yes! That means you need to edit your resume slightly for each opportunity

# Now you know what to say!

## Agilities make it easier to present yourself with career confidence.

### 10 Agilities of Work

