

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



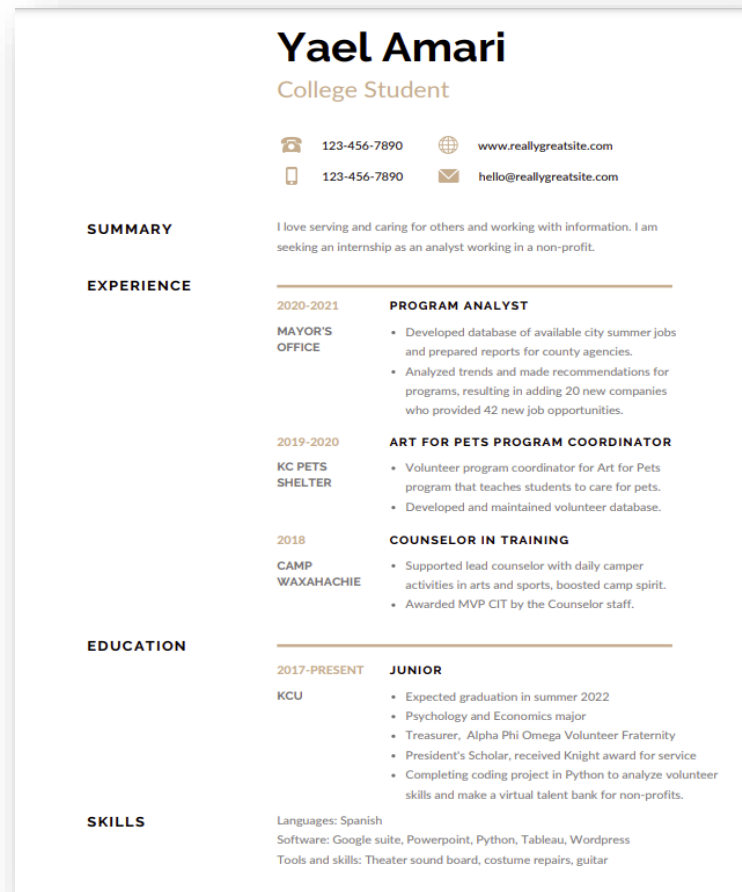
Resumés
help you
“show and tell”
your value to employers.

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**.



RESUMÉS INCLUDE:

Name

Contact info

Summary

Experience

Education and Interests

Skills and Tools

SUMMARY

EXPERIENCE

EDUCATION

SKILLS

Yael Amari

College Student



123-456-7890



www.reallygreatsite.com



123-456-7890



hello@reallygreatsite.com

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

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.

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.

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



DEVELOPING
OTHERS



INNOVATING



INSPECTING



JUDGING
AND ESTIMATING



MANAGING



OPERATING
OBJECTS



ORGANIZING



SELLING AND
COMMUNICATING



SERVING
AND CARING



WORKING WITH
INFORMATION

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.yaelamari.com
123-456-7890 | yael@yaelamari.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
NAVY'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 city opportunities.

2019-2020
KID 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 WARRIORS

COUNSELOR IN TRAINING

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

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.

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

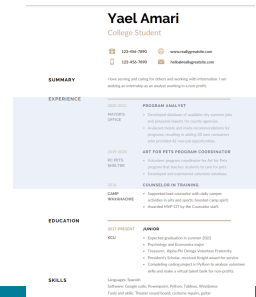
- Developed database of available city summer jobs and prepared reports for county agencies.
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2019-2020

KC PETS
SHELTER

ART FOR PETS PROGRAM COORDINATOR

- Volunteer program coordinator for Art for Pets program that teaches students to care for pets.
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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



Created fun announcements to pitch tennis lessons and contests



Estimated number of balls and racquets needed daily



Planned and organized camp activities



Held focus groups to get feedback from campers

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

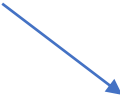
4. Give evidence of using your Agility





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.



Yael Amari College Student	
<div><div> 123-456-7890</div><div> yael@yagmail.com</div><div> 123-456-7890</div><div> yaelamari123</div></div>	
SUMMARY Motivated college student with strong academic and leadership skills. Seeking a challenging role to utilize my skills and contribute to the organization's success.	
EXPERIENCE	PROGRAM ANALYST 2023-PRESENT ABC COMPANY - Developed and analyzed data to identify trends and opportunities for growth. - Collaborated with cross-functional teams to implement new initiatives. - Managed a team of 5 analysts, providing guidance and support.
	ART FOR PETS PROGRAM COORDINATOR 2022-2023 XYZ NON-PROFIT - Organized and executed art workshops for dogs and cats, fostering socialization and creativity. - Managed a budget of \$5,000 and coordinated with local artists and vendors.
	COUNSELOR IN TRAINING 2021-2022 DEF FOUNDATION - Provided guidance and support to high school students during their college search process. - Conducted workshops on resume writing, interview skills, and financial aid.
EDUCATION	UNIVERSITY OF TEXAS AT AUSTIN B.S. in Business Administration 2023-2025 - GPA: 3.8/4.0 - Relevant coursework: Business Analytics, Leadership, Project Management.
SKILLS	Computer: Excel, PowerPoint, Word, Google Suite Languages: English (Fluent), Spanish (Intermediate) Soft Skills: Communication, Teamwork, Problem Solving, Time Management

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

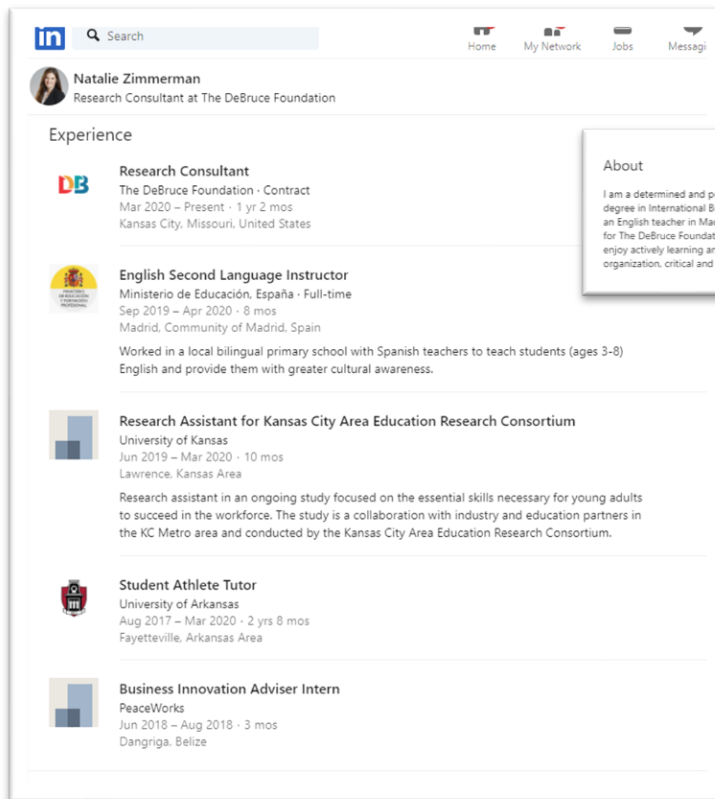
*ATS = Applicant Tracking System

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

2013

SOCIAL MEDIA INTERN

New Media Company | Feb 2013 - 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

Livest 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 Ltd | 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

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@realtograte

SKILLS SUMMARY

Project Management

Software Development

Budgeting and Cost Analysis

Staff and Team Training

Strategic Business Planning

Process Improvement

AWARDS RECEIVED

Most Outstanding Employee of the Year, Pivotalpoint (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

