

# ELEVATE *your* RESUMÉ

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## 10 Agilities of Work

**Tips for Integrating  
Agilities into your Resumé**



# What are AGILITIES?

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

**Your Top Agilities**

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

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**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:**

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- **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



**TIPS**  
**TO MAKE WRITING**  
**RESUMÉS**  
**EASY:**  
**Integrate the Agilities**



# TIP #1

# Use Agilities in Your Experience



Use Agility language (found in these one-pagers) to describe your experiences.

Because the *Agilities* are work skills, employers can easily see what transferable skills you have.

### Leveraging Your Agilities

Agilities are the work skills used in all occupations and are a combination of your strengths and interests. Being aware of your Agilities helps you offer your value to employers and activate your career. Consider using these words and phrases on a resume or profile to represent your skills to employers.

<b>DEVELOPING OTHERS</b> <ul style="list-style-type: none"> <li>Mentor, coach, teach, and evaluate others</li> <li>Provide others opportunities to learn</li> <li>Encourage people to improve skills and knowledge</li> </ul>	<b>OPERATING OBJECTS</b> <ul style="list-style-type: none"> <li>Regulate, maintain, and operate equipment and vehicles</li> <li>Inspect and control machines and surroundings</li> <li>Perform physical actions</li> </ul>
<b>INNOVATING</b> <ul style="list-style-type: none"> <li>Apply new approaches</li> <li>Think creatively</li> <li>Bring new skills</li> <li>Bring a new perspective</li> </ul>	<b>ORGANIZING</b> <ul style="list-style-type: none"> <li>Pay attention to details and accuracy</li> <li>Monitor and control resources</li> <li>Sequence tasks and work</li> </ul>
<b>INSPECTING</b> <ul style="list-style-type: none"> <li>Improve quality, safety, or effectiveness</li> <li>Make processes consistent with laws</li> <li>Analyze outputs to standards</li> </ul>	<b>SELLING AND COMMUNICATING</b> <ul style="list-style-type: none"> <li>Convince or influence others</li> <li>Work with people outside of the organization</li> <li>Resolve conflict and negotiate</li> </ul>
<b>JUDGING AND ESTIMATING</b> <ul style="list-style-type: none"> <li>Assess the quality and value of products, services, or people's contributions</li> <li>Determine resources needed to accomplish goals</li> </ul>	<b>SERVING AND CARING</b> <ul style="list-style-type: none"> <li>Develop relationships and help people</li> <li>Empathize with others and serve their needs</li> <li>Build trust and emotional bonds</li> </ul>
<b>MANAGING</b> <ul style="list-style-type: none"> <li>Coordinate work of others</li> <li>Develop strategies and plans</li> <li>Provide consultation and advice</li> </ul>	<b>WORKING WITH INFORMATION</b> <ul style="list-style-type: none"> <li>Analyze and interpret data</li> <li>Develop collect, store, and manage technological information</li> </ul>

Agilities.org | DeBruce Foundation

Leveraging One-Pagers

### JUDGING AND ESTIMATING

## DEVELOPING OTHERS

**THIS IS THE AGILITY FOR RECOGNIZING AND CULTIVATING OTHERS' TALENTS.**

Agilities are combinations of your work skills and interests. Use them to work more effectively in your career. People with the talent for developing others are effective in teaching, mentoring, counseling, and evaluating others. They identify areas of growth in individuals and provide them with meaningful opportunities to learn and develop. They can structure learning environments based on individual needs that encourage others to improve their knowledge and skills.

**TELL EMPLOYERS THAT YOU'LL PROVIDE OTHERS WITH OPPORTUNITIES TO LEARN, AND ENCOURAGE PEOPLE TO IMPROVE THEIR SKILLS BY USING THESE KEYWORDS:**

- Coach
- Teach
- Evaluate
- Mentor

**COVER LETTER PHRASES TO DESCRIBE THE DEVELOPING OTHERS AGILITY:**

- "My passion for teaching, mentoring, and developing others will bring great value to your organization."
- "I look forward to using my skill for developing others – including my ability to evaluate and identify growth areas – as I invest in both the company's mission and its employees."

**YOUR NEXT STEPS FOR DEVELOPING OTHERS:**

- Use and Grow Your Agility in Everyday Life
- Teach someone a skill that comes easily to you
- Volunteer at a local organization
- Assist a coworker with a project
- Mentor someone newly hired by your organization

Join the Agilities Community and Take Action Today

- Visit [agilities.org](http://agilities.org) for Career Explorer tools to navigate today's job-market challenges
- Complete your [Career Statement](#)
- Create or update your resume highlighting your top Agilities using our [resume templates](#)

Agility Detail One-Pagers

# 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

# Example: Agilities in the Experience Section

Notes:

The entire resumé is linked to the image.

Do not put the text in orange on your resumé copy. This is for presentation purposes only.

## EXPERIENCE

2019-PRESENT

KC PETS  
SHELTER

ART FOR PETS PROGRAM ASSISTANT

- **Coordinates** a volunteer program that **teaches** students to care for pets and raises funds for animal care
- **Teaches** a program on dog care to middle school students
- Recognizes and **serves** the customer's needs with a positive outlook and attitude

Coordinates=Organizing; Teaches=Developing Others;  
Serves=Serving & Caring

2018

CAMP  
WAXAHOCHIE

COUNSELOR IN TRAINING

- Worked as a team player to support **lead** counselor to support daily campers
- **Mentored** campers to help them resolve problems and contributed to camp spirit
- Awarded MVP CIT by the Counselor staff

Lead=Managing; Mentored=Developing Others

# More Examples: **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??



# Breaking it down

## *Step-by-step instructions on how to incorporate Agility Language into an experience*

1.



Write down the first thing that comes to mind

2.



Break it down into what you did on the job

3.



Use the Leveraging the Agilities one-pager to find words that relate to those activities

4.



Incorporate those words into the job activities list

# Example: Float Nurse

## *1. Write down the first thing that comes to mind*

"I'm not sure how to add like, my ability to work with any team, and like, every team. Like, I work with doctors, other nurses, aides, RTs, etc. all over the hospital? Like something like team player? But not cheesy."

## *2. Break it down into activities you did on the job*

### **Float Nurse**

- Trained/works in multiple departments
- Can adapt to a lot of different situations
- Has to work with a lot of different people
- Good at dealing with the unknown
- Deals with a lot of stressful situations
- Provides patient care
- Communicates with doctors and other nurses

### 3. Use the Leveraging the Agilities one pager to find words that relate to those activities

Trained/works in multiple departments	Managing, Organizing	"Develop strategies & plans, pay attention to accuracy and details"
Can adapt to a lot of different situations	Innovating	"Problem-Solving, Creativity"; "Foster teamwork, shared sense of purpose",
Has to work with a lot of different people	Innovating; Collaboration	
Good at dealing with the unknown	Innovating	
Deals with a lot of stressful situations	Innovating, Inspecting	"Problem-Solving, make processes consistent with rules, high standard, quality"; "Problem-Solving, Creativity"
Provides patient care	Serving & Caring	"Develop relationships and help people, cultivate"
Communicates with doctors and other nurses	Working with Information, Selling & Communicating	"Analyze and interpret data, work with various people, convince or influence others"

#### 4. Incorporate those words into the job activities list

##### Float Nurse:

**Cultivates relationships** successfully with a wide variety of employees and positions within the hospital to accomplish common goals

**Agility:** Serving and Caring

- **Serves** patients and **cultivates relationships** with medical staff on 10+ floors and 15+ units while providing **quality** and consistent care

**Agility:** Inspecting

**Agility:** Innovating

- Effectively **solves** a variety of **problems** for patients while providing **high-standard processes** **consistent with unit rules**

**Agility:** Inspecting

**Agility:** Organizing

- Consistently **detail-oriented** when navigating between units

**Agility:** Working with Information

- **Analyzes and interprets data** of patients and effectively **communicates** this information to doctors, nurses, and other patients

**Agility:** Selling and Communicating

TIP  
#2

# Make a Running Resumé

Pull from those experiences to create specific resúmes for job openings

***Keep a resumé with everything you've ever done.***

As you complete an experience, document it with Agility Language so it's easy to pull from later.

The sooner you do it, the more likely you won't forget any experiences.

Keep the resumé **short, concise, and meaningful**

Get their attention in **30 seconds**  
Choose experiences that have grown the skills used in that job



TIP  
#3

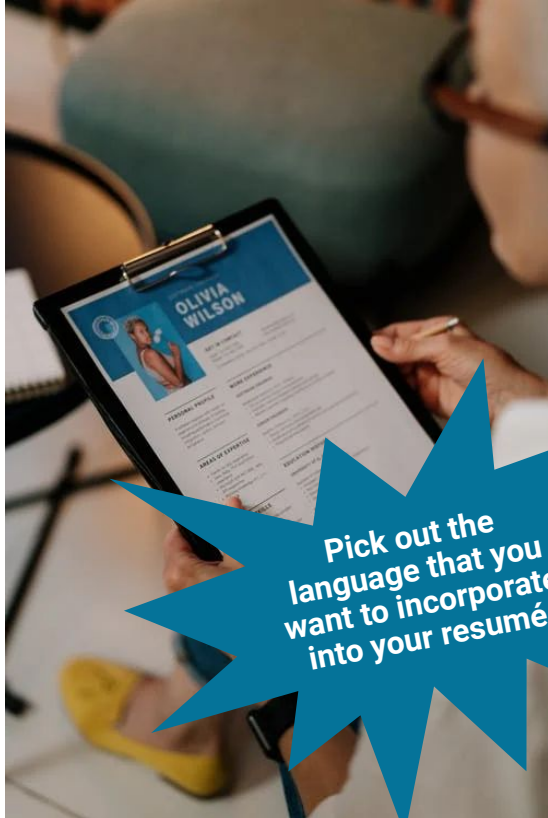
# Use Job Description Language

*Layer in the same language used in the job description to get past Artificial Intelligence (AI) software.*

- Some companies will filter through resumés using AI that identifies similar language between your resumé and the job description.
- If you don't change the language, the software won't identify it as a top candidate, even if you're a good fit for the role.



# Example: Job Description



## Responsibilities

The Marketing & Communications Coordinator will be asked to do the following:

- Maintain property marketing websites and online advertising
- Track and report marketing campaign success monthly
- Produce monthly notices and postings for distribution to property locations
- Support the Director of Marketing and Branding to execute strategic marketing plans for new properties
- Post weekly to social media channels
- Edit print collateral templates for individual locations as needed
- Maintain company print-on-demand website for stationery, forms and publications and allocate expenses monthly
- Source and supply promotional products as needed and coordinate shipping
- Train and support site teams with website and resident portal management
- Complete other administrative tasks assigned by the Director of Marketing & Branding

# Resumé CHECKLIST



This checklist will help you:

- Determine how to **build** an **effective resumé**
- Understand the **feedback** to ask for from **trusted sources**

RESUME CHECKLIST	
<i>This checklist will help you:</i>	
**Determine how to build an effective resume.	
**Understand the feedback to ask for from trusted sources.	
<b>BRAINSTORMING</b>	
<input type="checkbox"/>	I know my top Agilities
<b>BASIC CONCEPTS</b>	
I have brainstormed a list of the following:	
You could do this alone, but it may be helpful to do this in a group!	
<input type="checkbox"/>	work experience
<input type="checkbox"/>	teams or club
<input type="checkbox"/>	community service & awards
<input type="checkbox"/>	languages
<b>EXPERIENCE</b>	
<input type="checkbox"/>	I have determined how I might incorporate Agility language into my experience. (Use the one-pagers)
<b>CREATING</b>	
<b>DESIGN</b>	
<input type="checkbox"/>	I have determined the platform I will use for my resume
<input type="checkbox"/>	I have researched appropriate templates for my industry
<input type="checkbox"/>	The resume is clean and well formatted
<input type="checkbox"/>	The spacing of the resume is consistent
<input type="checkbox"/>	The fonts/styles used are consistent
<input type="checkbox"/>	The resume is saved somewhere safe
<b>CONTENT</b>	
<input type="checkbox"/>	The resume is free of grammar errors and typos
<input type="checkbox"/>	The resume uses correct verb tense (past vs. present)
<input type="checkbox"/>	The resume is clear and easy to understand
<input type="checkbox"/>	The resume has all the appropriate content from my brainstorming session
<input type="checkbox"/>	The resume has impact on the reader and explains my journey well
<input type="checkbox"/>	The resume is up to date with my most recent information
<b>PROOFREAD</b>	
<input type="checkbox"/>	I have had someone proofread my resume following this checklist

Resumé Checklist



**Now you know what to say!**

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

