

Enhancing Your Biography

Capstone Executive Spouse Development Course, 16 May 2019

***'Tis no small satisfaction to me
that my country is like to profit
so largely by my sacrifices.***

~ from Abigail Adams' letter to President John Adams, 8 Oct 1782

Not effective formats:

AUTOBIOGRAPHY: Spouse Name

Born: April 1, 1975, City, State

Father: First M. Last, Factory worker & farmer

Mother: First M. Last, wife and mother of five

Family: Married to SES Dr. Name

Hobbies: Sailing, Bicycling, Quilting

Contact: 703 Street, City, State 22043,
(216) 555-1212, name@gmail.com

SPOUSE NAME

703 Street Address, City, State 22043
(216) 555-1212, name@gmail.com

WORK EXPERIENCE

Public Schools System

- Planned & provided after school activities
- Ensured classroom management at all times
- Encouraged students' positive self image

VOLUNTEER EXPERIENCE

- Family Readiness Group Sponsor
- Officer Spouse Club Sponsor

EDUCATION

- B.A. with Teaching Certificate

ADDITIONAL SKILLS

- FRG and OSOC Fundraising
- International student sponsor

Dossier / Portfolio

A typical list of documents:

- 1. Education Diplomas / Certifications**
- 2. Self-directed Learning**
- 3. Employment**
- 4. Area of Expertise / Core Competencies**
- 5. Evidence of Leadership**
- 6. Accomplishments / Successes / Hobbies**
- 7. International / Multi-cultural Experience**
- [8. Points of Contact]**

Reconsider Family References

- **Our mothers** both think... **My 82 y.o. mom** prefers...
- **My dad** is retired military
- **My children** played the following sports...
- **My brother Paul** recently joined the Air Force
- **My husband** made me proud of **him** when...
- **My wife Jane** held these command positions...

Be Cautious of Plural Subjects

- **We** joined up ... **We** moved... **We** are heading to...
- That took **us** to... military life appeals to **us**...
- **Our** first assignment was... **Our** deployment was...

Better to Spell out Acronyms and Terms

- within FRG at WRAMC, *key caller* to senior advisor
- involved in CORE and liaison for CMC and MC
- advisor to ASYMCA and OSC
- we PCSed OCONUS to
- NMCRS and MOAA board member

Review for Self-deprecations

- My boys are growing up and **I am not ready** to be an empty nester.
- Like so many military wives, **I really only have** a volunteer life.
- **I am just** a stay-at-home mom **but I can only hope** that in a few years **I might** pursue a job.
- **I have no children but** we have great nieces and nephews.
- I've dedicated so much of myself to the Service that **I have not pursued a career.**

Your Biographical Sketch

1. Page size maximums
2. International Standards
3. Recent photo
4. Full Name. Honorific/Title goes beneath:

Amy Farrah Fowler Cooper
Doctor of Neurobiology

5. Third person. Active voice.

Reconsider Personal Pronouns

- **I** was fortunate that **my** time with the military...
- **I** immersed **myself** in several fields
- **I** decided to put **my** career on hold
- It gave **me** the option to... That was great for **me** because ...
- In addition to **my own** hobby **I was** ...

Peer Coaching

I served several times as an FRG senior advisor.

3rd person, Active voice

I served several times as an FRG senior advisor.

- She is an advocate for military families and participates in Family Readiness Groups.
- She enjoys working with military families.
- He excels in leadership positions on governing boards, such as...
- She directs programs...He coordinates...She spearheads...

Peer Coaching

While Lee was deployed & we were stationed in Virginia, I just volunteered again, this time at Jackson Elementary School as a 'room mother'.

3rd person, Active voice

While Lee was deployed & we were stationed in Virginia, I just volunteered again, this time at Jackson Elementary School as a 'room mother.'

- **She volunteers** wherever there **is** need in **her** communities, both military and civilian.
- Most recently, 'room mother' **is** the best example of **her**...
- **His** volunteer work **includes** numerous ...
- **Hers is** a serving spirit, volunteering for more than X years, the most recent example being...
- **He** often **dedicates his** time to organizations, such as...

Peer Coaching

-John & I were stationed in ...

-We served on 4 continents...

-Our 8 transfers were...

3rd person, Active voice

John & I were stationed in... We served on 4 continents... Our 8 transfers were..

- His cultural perspective is broadened daily by the global adventure that is his challenging lifestyle.
- Her life is nomadic; it spans decades, it crosses continents.
- He enjoys the adventure of relocating, on average, every two years.
- She continues to benefit from great experiences living on four continents.
- Frequent moves offer diverse opportunities for him.

Your Biographical Sketch, continued

6. Name opens every paragraph
7. Target to particular audiences
8. Personal end statements
9. Security Awareness
10. *Noblesse Oblige*: (Optional)
Concise philosophy / Mission Statement

***With a well written Bio on file,
you are wise, you are beautiful,
you are taller, & you sing well too.***

~ Yiddish & Irish Proverb, upgraded

Lagniappe: International Savoir-Faire



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