Enhancing Your Biography

Capstone Executive Spouse Development Course, 27 February 2020
’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
AUTOBIOGRAPHY: Spouse Name
Born: April 1, 1980, City, State
Father: First M. Last, Factory worker & farmer
Mother: First M. Last, wife & 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

- My 82 y.o. mom prefers… Our mothers both think…
- 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 be able to** 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 been able to** pursue a career.
Your Spouse Biography

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 and **participates** in volunteer **Family Readiness Groups**, to help keep spouses connected during a military deployment.

- She **enjoys** working with military families.

- He **excels** in leadership positions on governing boards, such as…

- She **directs** … 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’.
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...
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 Spouse Bio, 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
Body Language, Verbal Language
Toasting International Style
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