

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

Not effective formats:

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'.

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 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

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