

# For Your Resume Building Blocks

by Executive Director Nancy Savage (1977-2011)



Congratulations. You have decided to explore the opportunities for post-FBI employment. More than likely, you had one or two successful professional positions before becoming a Special Agent. Within the FBI, you have probably worked a variety of different criminal violations, potentially served in specialized or supervisory positions and moved a few times. You may have served on special assignments TDY, led task forces or served as liaison between the FBI and other agencies. How do you condense that experience into a top-notch resume? Before crafting the body of the resume, it is suggested that you develop an in-depth product that lists your skills and accomplishments. This can be a number of pages in length. Know that employers are going to be most interested in what you did the last five years of your career and that is what your resume should concentrate on.

## Professional Experience Inventory

Perhaps you were assigned as a squad supervisor over health care matters. List your supervisory experience and your investigative experience in health care. Translate this from Bureau speak into what you actually did. Instead of "Squad supervisor of a health care crime squad" write "led a group of investigators that resulted in a 50% increase of indictments and convictions over the previous two-year period." "Doubled monetary recoveries during a one-year period through development of a recovery asset program." If health care is pertinent, incorporate it. If not, leave it out. Do not indicate what you were responsible for — advise what you did, what the accomplishments were related to your actions, and what value these accomplishments added to the organization in concrete terms. Do this in bullet form for every critical assignment that you have performed. Vary your verbs and be descriptive in your use. Do not over rely on one or two verbs such as "responsible for." Remember, do not use Bureau speak nor acronyms unless defined. See box for powerful action verbs that you can use. Follow each verb with clear facts that convey impact and value to the organization.

## Can I hire someone to write a professional resume for me or can I copy someone else's resume?

Not if you want to get the job and stay employed. Seeking your first post-FBI position is a project that takes commitment and should be started about two years before you want to launch from the FBI. We all know people who "just fell into dream positions," but for most this is not going to be the case.

## Awards

Highlight the significant awards and attach them to accomplishments. You do not want to list every commendation, but the most significant awards you have received should be listed in your inventory and attached to an accomplishment.

## Determining Type of Post-Bureau Career

Equally important as starting your Professional Experience Inventory, is exploring careers to which other Special Agents have successfully aspired in your geographic location. You may already know what you want to do post-FBI, but many of us need to cast about. I have known several top investigators, who, as they put it, "do not want to ask another question" after their Bureau career. They have gone into the healing arts, glass working, dog training, etc. Others are successful private investigators and love it. I suggest you look at the many possible careers that the Society has highlighted and see if one of these careers is a good fit with your skills and interests. (See box for testimonies posted on the Society's website.)

Also, look through the Society's printed directory and observe the many occupations that are listed. Attend a local chapter meeting of the Society and talk to the attendees. The members know the local job market for FBI retirees and can give you some solid advice. Review the jobs posted on-line in the Society's Career Center. After you have done some exploration as to the type of post-Bureau career you are interested in, the best place to start is to begin preparation of a generic resume. This will serve as a starting place and can be tailored to meet each job posting that meets your interest in the future.

## Next month — Writing the Resume

### POWERFUL ACTION VERBS

Advised management	Led organizational review
Analyzed and recommended	Organized and directed
Briefed	Planned
Consolidated	Represented
Designed	Served as the Lead
Developed criteria	Revitalized
Drafted	Taught
Formulated	Validated
Initiated	Wrote policy regarding _____

Check out what Society members have written about their experiences getting jobs in the following career fields. Go to the [socxfbi.org](http://socxfbi.org) website and click on the Career Center, then Career Resources to read their testimonies.

Arts	Investigation	Politics
Clergy	Law Enforcement	Real Estate
Compliance	Legal	Security
Financial Advisor	Media	Teaching
Forensic Examiner	Medical	Transportation
Inspector General	Nonprofits	