

# MARKET YOUR EXPERIENCE EXECUTIVE BOARD

## Let's talk about your student Executive Board experience

Executive board members are elected members and serve as a governing body of a student organization. These members oversee the strategic planning and development of their organization. As an officer of your organization, you gain many skills that are translated to the work environment.

### Sample action verbs

*Action verbs highlight the task you've completed and make your statements stand out.*

#### When you supported students:

Advised, Informed, Educated,  
Recommended

#### When you managed a team:

Facilitated, Mentored, Cultivated,  
Guided

#### When you changed or improved something:

Developed, Restructured, Updated,  
Integrated, Redesigned,  
Strengthened

#### When you increased efficiency or productivity:

Enhanced, Maximized, Improved,  
Advanced

#### When you led a project:

Coordinated, Executed, Delegated,  
Programmed, Organized, Operated

#### When you envisioned and brought a project to life:

Developed, Established, Implemented,  
Formulated, Initiated, Charted

### Potential skills gained

- Leadership
- Strategic Planning
- Communication
- Adaptability
- Problem Solving
- Conflict Resolution
- Meeting organization
- Record Keeping
- Communication
- Collaboration
- Budget Management
- Communication
- Emotional Intelligence
- Programming

### Sample action statements

#### President

- Led a team of # members, providing strategic vision and direction that led to member 's personal and professional development
- Remodeled the member engagement strategies, focusing on [specify strategies implemented], fostering a sense of belonging
- Implemented leadership training initiatives that contributed to the successful transition of members into executive positions
- Collaborated closely with the organization's advisor to align strategic goals and initiatives with the overall mission, resulting in a more cohesive and impactful organizational direction

### Resume resources

- Attend resume-building events that we hold each semester
- Find resume building resources on our website or Handshake career center page
- If you're just getting started or need a quick resume review, get your documents reviewed during our drop-in hours
- Login to Handshake to schedule an appointment for an in-depth resume review
- Utilize LinkedInLearning for free - just use your TXST email!
- Submit your resume to our online resume review portal

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## Sample action statements, continued

### Vice - President

- Collaborating closely with the President and Executive Team to develop and implement strategic plans
- Coordinated and executed # number of successful events, resulting in increased member engagement
- Participated actively in decision-making processes, offering valuable insights and perspectives to enhance overall organizational effectiveness
- Provided one-on-one mentorship to members, offering guidance on personal and academic challenges

### Secretary

- Efficiently organized and documented # of organization meetings, ensuring accurate meeting minutes and timely distribution to members
- Facilitated communication between the executive team and members, utilizing email and newsletters to keep members informed about upcoming events and announcements
- Assisted in coordination and execution of # events, resulting in increased member engagement
- Implemented a member achievement documentation system, showcasing successes in newsletters and social media to inspire and motivate the organization

### Treasurer

- Established and nurtured collaborations with vendors and sponsors, and event sponsors for organization events
- Managed organization's budget, overseeing all financial transactions
- Developed and maintained a budget plan, accurately forecasting expenses and managing expenses and financial resources responsibly
- Identified and pursued funding opportunities, through effective grant applications and fundraisers, contributing to the organization's financial stability

### Event Coordinator

- Led the coordination of major events, managing all aspects from concept to post-evaluation
- Established and nurtured collaborations with local businesses, securing sponsorships and contributions for events
- Collaborated closely with university marketing and communication teams to develop promotional strategies, resulting in increased event visibility and attendance
- Ensured timely communication with participants, sponsors, and stakeholders, providing instructions and updates throughout the event cycle

### Graphic Designer

- Designed graphics, including logos, banners, flyers, and social media post to promote various events and initiatives of the student organization
- Demonstrated proficiency in graphic design tools such as Adobe Illustrator, Photoshop, and InDesign
- Translated conceptual ideas into visually compelling designs, ensuring accuracy, clarity, and alignment with organization events
- Worked closely with organization leaders and event coordinators to understand design requirements, objectives, and target audience

## Become career ready

Career Readiness is a key to ensuring successful entrance into the workforce. Be ready for your future job through these skill competency areas:

- Career & Self Development
- Communication
- Critical Thinking
- Leadership
- Professionalism
- Teamwork
- Technology

## Connect with Career Services

You're not alone on your career journey. Career Services at Texas State is here to help you as you explore your career options, grow your network, job seek, apply to jobs, and continue to grow as a Bobcat professional.

You can stop by the Career Services office to drop-in without the need for an appointment and go over what you've learned in this guide. Stop by Monday - Friday between the hours of 10 a.m. and 3:00 p.m. to get quick answers to your career questions.

Visit our website to explore our many free services available to students and alumni.



## Potential interview responses

Student leadership provides preparation for the professional world upon graduation. Your executive board experience has allowed not only for personal growth, but a strong foundation for success in any professional role you seek out. Applying your experience in your interview responses will set you apart with your unique responses.

*When working on a team project, how do you ensure that everyone's ideas and perspectives are heard and considered?*

- Skills to Highlight: Teamwork and Leadership
  - In your specific position, think of any instances that people had different ideas about a specific situation (ex. Recruitment, Event Planning, etc.).
  - When answering the question mention how did you allow for members to share their concerns and use their perspectives to formulate a decision that aligned to the organization's goal and mission.

*Can you describe your leadership style and how it has evolved over time?*

- Skills to Highlight: Professionalism
  - Reflecting back on your executive board role, describe what skills helped you as an individual and how it helped you be more intentional in growing as a leader and helping your organization.
  - When answering the question, focus on your skills that you gained and supplement your response with opportunities where you have been able to showcase your leadership capabilities, examples of this could be new events or initiatives you created; reflect on how it has helped with the goals of the organization.

*Check out all of our guides in the Market Your Experience series. We offer guides for Student Athletes, Campus Tour Guides, Resident Assistants,*

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