

# MARKET YOUR EXPERIENCE

## BOBCAT BUILD

### Let's talk about your Bobcat Build experience

Bobcat Build and their largest project The BIG Event foster service opportunities for the Bobcat community. Following the vision of the program, students focus on serving the needs of the communities surrounding Texas State University. Through this community enrichment, you have built connections and skills that translate well to any position you seek.

### 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

### Skills gained

Communication	Project Management
Collaboration	Event Planning
Problem-Solving	Conflict-Resolution
Critical Thinking	Networking
Initiative	Delegation

### Sample action statements

#### Recruitment

- Facilitated volunteer recruitment for The Big Event throughout the school year, increasing volunteer membership by #%
- Managed volunteer assignments and coordinated team placements for the BIG Event, ensuring optimal utilization of volunteer skills and resources
- Conducted job-site leader training for new volunteers, ensuring they were well-prepared and informed about their roles and responsibilities for The BIG Event
- Communicated project goals, expectations, and safety guidelines to volunteer teams, ensuring that all participants were well-informed and prepared to contribute effectively to their assigned projects

### Resume resources

- Attend resume-building events that we hold each semester
- Find resume building resources on our website or Handshake Career Center page
- Bring your resume to our Drop-in Hours, if you're just getting started or need a quick review
- Login to Handshake to schedule an appointment for an in-depth resume review
- Utilize LinkedIn Learning for free - just use your TXST email
- Submit your resume to our online resume review portal

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### Sample action statements, continued

#### Logistics

- Collaborated with outreach chair, to develop and coordinate strategic plans relating to the execution of The Big Event
- Coordinated logistical operations for The Big Event, including site selection, equipment rental, transportation arrangements, and supply distribution, to ensure seamless execution of service projects
- Collaborated with community sponsors and service site hosts to coordinate logistics, address requirements, and facilitate smooth project implementation

#### PR / Marketing

- Collaborated closely with university marketing and communication teams to develop promotional strategies, resulting in increased event visibility, and attendance
- Utilized social media platforms to disseminate information, share success stories, and encourage student involvement in service opportunities
- Coordinated and executed # of successful social events for committee members, resulting in increased member engagement
- Created engaging promotional materials, including flyers, posters, and digital content, to effectively communicate the mission, impact, and benefits of participating in The Big Event

#### Outreach

- Established and nurtured collaborations with past and present job site locations, securing locations and contributions for events
- Collaborated closely with Public Relations, working on promotional material for social media, resulting in increased in promotional information regarding sponsorship, job sites, and volunteers for The BIG Event
- Ensured timely communication with participants and sponsors, providing instructions and updates pertaining to The Big Event

#### Team Leads

- Facilitated and chaired regular committee meetings for Bobcat Build, leading discussions, setting agendas, and ensuring effective communication and collaboration among team members
- Enforced organizational policies by holding members and officers accountable through regular check-ins and follow-up actions, establishing a culture of accountability and responsibility
- Facilitated conflict resolution among committee members and officers, addressing interpersonal issues

## 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:

- Advocacy & Compassion
- 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 for Drop-in Hours, Monday through Friday, between 10 a.m. and 3 p.m. to get quick answers to your career questions.

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



## Potential interview responses

Student leadership provides preparation for the professional world upon graduation. Your Bobcat Build experience has allowed not only personal growth, but a strong foundation for success in any professional role you pursue. During your interview, you can set yourself apart with unique responses that highlight your community service work.

*Describe a time where you were faced with a difficult person/situation. How did you approach it, and what steps did you take to find a solution*

- Skills to Highlight: Critical Thinking
  - An example of this could be specific interactions with committee members or a situation that occurred related to the planning of any service event. How did you recognize the problem(s), the approach in navigating the issue, and how did you overcome it.
  - Focus on your approach, emphasizing strategies you used to remain calm, composed, and focused. Throughout your response, highlight any relevant skills that you demonstrated during the situation

*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 response, provide any instances where people had different ideas about a specific situation (ex. logistics about an event). Mention how you allowed for members to voice their concerns and share their perspectives. How were you all able to formulate a consensus decision that aligned with the organization's goal and mission?

*Check out all of our guides in the Market Your Experience series. We offer guides for Residence Assistants, Executive Board members, SLAC workers, Study Abroad participants, Fraternity and Sorority Life members, Orientation Leaders, On-Campus Student Employees, Bobcat Build participants, Student Athletes, and Peer Mentors*