



Personal Narrative

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Personal Narrative

Dear Candidate:

The following is a series of questions intended to help us learn more about the knowledge, skills and abilities you would bring to the Foreign Service. This is your opportunity to emphasize those areas you want us to take into consideration, so please take time and care in responding to these questions.

You will note that these questions seek a great deal of information in a limited space. Use the space well by emphasizing your most salient qualifications. For example, if you are a recent graduate, you might wish to focus mainly on your academic and volunteer experience. If you have been out of school for some years, you might wish to emphasize your other experience. Think broadly, for many aspects of your experience -- paid or volunteer work experience, educational achievements, training, hobbies, sports, travel, or other -- could serve as the basis for your response. Emphasize the information that best describes your knowledge, skills and abilities. And please respond to all questions, as each one offers you an opportunity to tell us a different aspect about yourself.

You will see a field in which you are asked to provide the name and a current telephone number, e-mail address, or other method of contact for someone who can verify the information you provided in response to that question. Indicate whether this person was your supervisor, co-worker, friend, instructor, committee member, etc. Do not list as a verifier your spouse, other close relative, or a person who is presently your direct subordinate. If you do not want us to contact your present employer, do not list your present employer or supervisor as a verifier. Instead, provide the name of another person who can verify your response.

Important note for candidates: Each of your responses for the five questions is limited to 1300 characters (about 200 words). Beyond that limit you will not be able to type any more of a response.

QUESTIONS:

* 1) **Intellectual Skills:** In the Foreign Service you may confront challenging situations that require creative use of your intellect to achieve a goal. Describe briefly how you have dealt with such a situation in your experience using your skills of critical thinking, resourcefulness and/or judgment. (What was the situation? What steps did you take to deal with the difficulty? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

* 1a. Name

* 1b. Phone Number (numbers only--no dashes or slashes)

1c. E-mail Address

* 1d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

Other

2e. OTHER DETAIL: If you entered Other above, specify here.

* 2) **Interpersonal Skills:** In the Foreign Service, you will be called upon to interact with people from different ethnic, racial, religious, geographic, economic and other backgrounds. Describe a significant experience you have had with another culture, either abroad or in the United States. (What was the experience? What did you do? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

* 2a. Name

* 2b. Phone Number (numbers only--no dashes or slashes)

2c. E-mail Address

* 2d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

2e. OTHER DETAIL: If you entered Other above, specify here.

* 3) **Communication Skills:** Communication skills are critical to successful diplomacy. Describe a situation in which you used your communication skills (either in English or another language) to further an aim or achieve a goal. (What was the situation? What steps did you take to deal with the situation? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

* 3a. Name

* 3b. Phone Number (numbers only--no dashes or slashes)

3c. E-mail Address

* 3d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

3e. OTHER DETAIL: If you entered Other above, specify here.

* 4) **Managerial Skills:** Foreign Service Officers are often required to manage projects, demonstrating the ability to plan and organize, set priorities, employ a systematic approach, and allocate time and resources efficiently. Describe a project you managed or helped to manage and how you sought to achieve the project's goals. (What was the project? What steps did you take to manage the project? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

* 4a. Name

* 4b. Phone Number (numbers only--no dashes or slashes)

4c. E-mail Address

* 4d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

4e. OTHER DETAIL: If you entered Other above, specify here.

* 5) **Leadership Skills:** Leadership can be defined as motivating others, encouraging creative solutions, establishing positive team relationships, or significantly influencing the direction of the work. Describe how you have demonstrated leadership, either on one particular

occasion or over time. (What was the situation? What steps did you take to show leadership? What was the result?)

1300 characters left

Please also enter in the space provided the name and contact information of someone who can verify your experience.

* 5a. Name

* 5b. Phone Number (numbers only--no dashes or slashes)

5c. E-mail Address

* 5d. Relationship:

- Supervisor
- Co-worker
- Friend
- Instructor
- Committee Member
- Other

5e. OTHER DETAIL: If you entered Other above, specify here.

* = Required

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