

CAREER READINESS COMPETENCIES AND RESUMES/CV

Articulate your accomplishments, use bullet points, share specific examples, and apply terminology from industry.

| COMPETENCY | DEFINITION | PROVIDE SPECIFIC EXAMPLES |
|---------------------------|---|---------------------------|
| CRITICAL THINKING | Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information | |
| COMMUNICATION | Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization | |
| TEAMWORK | Build and maintain collaborative relationships to work effectively toward goals. Appreciate diverse viewpoints and shared responsibilities | |
| TECHNOLOGY | Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals | |
| LEADERSHIP | Recognize and capitalize on personal and team strengths to achieve organizational goals | |
| PROFESSIONALISM | Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the community and workplace | |
| CAREER & SELF DEVELOPMENT | Proactively develop oneself and career via personal and professional learning, awareness of strengths and weaknesses, navigate career opportunities and build network | |
| EQUITY & INCLUSION | Demonstrate awareness, attitude, knowledge, and skills to equitably engage different cultures. Challenge anti-racist practices in systems, structures, and policies | |