Offices of
Career Connections

Resume Templates

RESUME OR CV PREP WORKSHEET

Use your resume or CV to effectively highlight your career readiness skills in alignment with employer expectations.

Competency & Definition *Consider printing a position description and circling the words and synonyms below that appear in it. Bullet points should reflect these words/synonyms.*		**In this column, provide specific examples & quantify where possible.** *Club/organization, internship, co-op, part or fulltime job, assistantship, creative inquiry, research, study abroad, volunteering, special project, etc.*
Communication	Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills	
Leadership	Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others	
Career & Self-Development	Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and purse opportunities	
Professionalism	Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior	
Critical Thinking	Practice sound reasoning and analytical skills to make decisions and overcome problems	***Example:*** *Marketing internship – created strategic marketing plans by conducting extensive research for various clients.*
Perspective Awareness	Demonstrate openness, sensitivity, and the ability to interact respectfully with all people; understand individual differences	
Technology	Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies	
Teamwork	Build collaborative relationships with coworkers and be able to work well in a team environment	

Adapted from the NACE Career Readiness Competencies & The University of Tennessee Center for Career Development