

Career Readiness Competencies & Your Resume or CV

How can your resume or CV reflect the competencies employers are seeking?

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

