

Career Readiness Competencies & Your Resume or CV

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

Competency & Definition <i>Consider printing a position description & circling the words and synonyms below that appear in it. Bullet points should reflect these words/synonyms.</i>	Give specific examples & quantify where possible <i>Club / organization, internship, co-op, part or full-time job, assistantship, creative inquiry, research, study abroad, volunteering, special project, etc...</i>	
Critical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	Example: Marketing Internship- Created strategic marketing plans by conducting extensive research for various clients
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 common goals, while appreciating varied 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 larger community and workplace.	
Career & Self Development	Develop oneself and one's career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and building relationships.	