

# Career Readiness Competencies & Your Resume or CV

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

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