

Articulating Your Career Readiness Competencies: A Resume Bullet Point Builder and Interview Prep Worksheet

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency. There are eight career readiness competencies, each of which can be demonstrated in a variety of ways. F

Instructions: For each career competency, list all the experiences you have had when you have demonstrated related behaviors. Then pick one that best exemplifies your competency (or select the one most closely related to the job/internship you are applying for) and build out both a résumé bullet point and a story you can tell in your interview, using the START format. **S = Situation, T = Task, A = Action, R =Result, T = Tie back or Takeaway**

Note: At the end of this sheet are several blank sections for you to use for additional competencies/qualifications on job descriptions. List all the qualifications, skills, and/or competencies the employer is seeking, and make sure you have a résumé bullet point that addresses their needs and demonstrates your ability.

EXAMPLE:

NACE Career Competency	How have you demonstrated this competency? (<i>Study abroad, athletics, internship</i>)	Résumé Bullet Point(s) Power Verb + Task + How/Why/Result	START Story
<p>Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</p>	<p>Work as a CA - Engage my residents in programming</p> <p>Last summer's Internship - Communication issue with peers at internship</p> <p>On-Campus Employment - Communication with my supervisor</p>	<p>Created a meeting communication plan with peer interns to create and present a social media campaign for a new product launch to the executive team</p>	<p>S: During my summer internship at a marketing firm, I was part of a team of interns tasked with creating a social media campaign for a new product launch.</p> <p>T: One of the challenges we faced was effectively communicating our ideas and plans with each other as we were all interns from different colleges who were still getting to know each other. I knew in order to be successful we would need to find a way to communicate and work well together.</p> <p>A: To address this, I took the lead on organizing weekly intern team meetings where we would discuss and share ideas and updates our individual tasks. I made sure to clearly articulate our goals and objectives prior to each meeting and during the meeting I actively listened to feedback and suggestions from my peers.</p> <p>R: Through this effective communication, we were able to successfully launch the campaign on time and exceeded our targets for engagement.</p> <p>T: It was a great learning experience for me and helped me understand the importance of clear and consistent communication in a team setting. I'm confident this will prove helpful to me as I begin my career after graduation.</p>

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<p>Career and Self-Development Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>
<p>Communication: Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>

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<p>Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>
<p>Equity and Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>

NACE Career Competency	How have you demonstrated this competency? (<i>Study abroad, athletics, internship</i>)	Résumé Bullet Point(s) Power Verb + Task + How/Why/Result	START Story
<p>Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>
<p>Professionalism: Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>

NACE Career Competency	How have you demonstrated this competency? <i>(Study abroad, athletics, internship)</i>	Résumé Bullet Point(s) Power Verb + Task + How/Why/Result	START Story
<p>Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>
<p>Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</p>			<p>S:</p> <p>T:</p> <p>A:</p> <p>R:</p> <p>T:</p>

Now, look at the specific job description you are applying for and identify the competencies the employer is seeking in addition to the the NACE Career Competencies. List them out and continue to create bullet points and START stories to make sure you are addressing the qualities that employer needs!

Competency	How have you demonstrated this competency? (<i>Study abroad, athletics, internship</i>)	Résumé Bullet Point(s) Power Verb + Task + How/Why/Result	START Story
Specific skill/competency from job/internship description:			S: T: A: R: T:
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