
***Build Your Resume Using the*** [***NACE Career Readiness Competencies***](https://cdn.uconnectlabs.com/wp-content/uploads/sites/21/2023/08/nace-career-readiness-competencies.pdf) ***Below:***

**CRITICAL THINKING:**

* Developed critical thinking skills through academic coursework, analyzing complex problems and proposing effective solutions
* Applied problem-solving abilities to tackle challenging projects and assignments, demonstrating adaptability and resourcefulness
* Made decisions and committed to following through using sound, inclusive reasoning and judgement
* Proactively anticipated needs and prioritized action steps in a strategic manner to effectively overcome obstacles and prevent others

 **COMMUNICATION:**

* Delivered clear and concise presentations in various academic settings, effectively conveying complex information to diverse audiences
* Developed strong written communication skills through research papers, reports, and essays, demonstrating attention to detail and proper grammar
* Framed communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences
* Employed active listening, persuasion, and influencing skills to better collaborate with colleagues in pursuit of team goals

 **TEAMWORK:**

* Collaborated with classmates on group projects, contributing ideas, actively listening, and fostering a positive team dynamic
* Demonstrated the ability to work well in diverse teams, respecting others' perspectives and effectively resolving conflicts to achieve shared goals
* Listened carefully to others, taking time to understand and collaborate with others to achieve common goals
* Leveraged personal strengths, knowledge, and talents to complement those of others

**LEADERSHIP:**

* Assumed leadership roles in student organizations, organizing and executing successful events and initiatives
* Led a team of peers in a group project, effectively delegating tasks, providing guidance, and ensuring project completion within deadlines
* Served as a role model to others by approaching tasks with confidence and a positive attitude
* Motivated and inspired others under a shared vision by encouraging them and by building mutual trust

**TECHNOLOGY:**

* Proficient in using various digital tools, including Microsoft Office Suite, Google Workspace, and project management software
* Demonstrated technical skills in utilizing online research databases, data analysis tools, and multimedia software for academic projects
* Adapted quickly to new or unfamiliar technologies to improve efficiency and productivity of work
* Manipulated information, construct ideas, and used technology to achieve strategic goals

**PROFESSIONALISM:**

* Displayed a strong work ethic through part-time jobs, consistently meeting deadlines and exceeding expectations
* Demonstrated professionalism in academic and extracurricular activities, maintaining a positive attitude, and adapting to changing circumstances
* Prioritized and completed tasks to accomplish organizational goals, consistently meeting or exceeding goals and expectations both individually and collectively
* Demonstrated exceptional dependability and showed a high level of dedication toward providing quality outcomes

**CAREER MANAGEMENT:**

* Developed career goals and actively sought out opportunities to gain relevant experience through internships, volunteering, and networking events
* Engaged in self-assessment and reflection to identify strengths, weaknesses, and areas for professional growth, seeking guidance from mentors and career service
* Sought out professional development events to continually learn, grow, and prepare for future career opportunities
* Identified areas for continual growth while pursuing and applying feedback from supervisors, mentors, and colleagues

**EQUITY & INCLUSION:**

* Participated in multicultural events and activities, engaging with individuals from diverse backgrounds and enhancing intercultural communication skills
* Demonstrated adaptability and openness to new perspectives through studying abroad or participating in international exchange programs
* Advocated for inclusion, equitable practices, justice, and empowerment
* Sought global cross-cultural interactions and experiences that enhance one’s understanding of people from different backgrounds

**ETHICAL REASONING:**

* Applied ethical reasoning in academic projects, considering ethical implications and proposing ethically sound solutions
* Demonstrated integrity and ethical behavior in personal and professional interactions, maintaining confidentiality and adhering to ethical guidelines
* Collaborates with colleagues, seeking second opinions to diminish confirmation biases and ensure ethical reasoning
* Seeks support and consults with diverse individuals to ensure ethical reasoning and sounds decision-making that respects multiple perspectives

**CAREER & SELF-DEVELOPMENT:**

* Acquired in-depth knowledge and skills in the field of [insert relevant field of study], applying theoretical concepts to real-world scenarios
* Stayed updated with industry trends and developments through professional publications, workshops, and relevant coursework
* Engaged in career-specific experiences through volunteering, student organizational roles, and attending career fairs
* Networked with industry professionals, conducting informational interviews to learn more about trends, opportunities, and daily duties and responsibilities