

## CAREER READINESS COMPETENCIES



### TECHNOLOGY

When looking to hire a new employee, companies are interested in the skills each candidate brings to the table. Career readiness competencies are the primary skills employers look for when hiring. This month, we are highlighting **technology**! This competency focuses on understanding and leveraging technologies ethically to enhance efficiency, complete tasks, and accomplish goals. Learn more about how to improve your technology skills [HERE](#).

Sample behaviors that apply to technology include:

- Navigating change and being open to learning new technologies.
- Identifying appropriate technology for completing specific tasks.
- Managing technology to integrate information to support relevant, effective, and timely decision-making.
- Quickly adapting to new or unfamiliar technologies.
- Manipulating information, constructing ideas, and using technology to achieve strategic goals.

CAREER & SELF-DEVELOPMENT | EQUITY & INCLUSION | COMMUNICATION |  
CRITICAL THINKING | LEADERSHIP | PROFESSIONALISM | TEAMWORK | **TECHNOLOGY**



# CAMPUS HIGHLIGHTS

## RESUME, COVER LETTER, AND CV RESOURCES

Need help with your professional documents? The Career Center offers a variety of resources and assistance to help build or edit your resume, cover letter, and curriculum vitae (CV). We offer personalized assistance by [scheduling an appointment with a Career Coach](#) or meet us without an appointment during [Drop-Ins](#). We also provide a variety of templates, videos, and additional resources designed to assist with basic writing and development to ensure you have the strongest application documents. Be sure to visit the link below to access these tools and resources to help you craft these important documents.

## Additional Resources



## STUDENT HIGHLIGHT

The College of Liberal Arts and Social Sciences has some pretty spectacular students and we want to celebrate them! Do you know an amazing student that deserves to be recognized? Be sure to nominate an outstanding CLASS student to be featured in the CLASS Chronicles! To nominate someone, please complete the form below.

[Nominate Here!](#)

# CLASS CAREER CENTER TEAM



## CLARENCE SUTTON, MPA

CLASS Career Coach for:

- History
- International Studies
- Political Science
- Latino Culture
- Economy & Policy
- Geography & GIS
- Economics
- English

[Book an appointment with Clarence](#)



## LAUREN PIEPENBURG, M.ED

CLASS Career Coach for:

- Psychology
- Sociology
- Anthropology
- Philosophy

[Book an appointment with Lauren](#)



## MAYA MCMILLIAN, M.ED

CLASS Career Coach for:

- Media Arts
- Converged Broadcast Media
- Communication Studies
- Technical Communication
- Dance
- Theatre
- Religion

[Book an appointment with Maya](#)

## CONNECT WITH US!



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