

# Career Readiness Competencies

Reflect on experiences (jobs/internships, student activities, volunteering, courses, etc.) where you have had the opportunity to develop the core career ready skills employers want. Write out an example that demonstrates the use of that competency that could be used on a resume (or discussed in an interview). See example below. If you notice you are missing a key skill, brainstorm ways you can develop it while at UMBC.

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• President of Sorority</li> <li>• Group project for Macroeconomics</li> </ul>	<ul style="list-style-type: none"> <li>• Created fundraiser for animal shelter. Recruited help and delegated tasks to raise \$800.</li> <li>• Ran weekly meetings, collaborating with other leaders.</li> <li>• Led group by creating system for everyone to complete their tasks and communicate. Presented to class.</li> </ul>
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Competency	Experiences	Examples
<p><b><u>Critical Thinking/Problem Solving:</u></b> Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process and may demonstrate originality and inventiveness.</p>		
<p><b><u>Oral/Written Communication:</u></b> Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.</p>		
<p><b><u>Teamwork &amp; Collaboration:</u></b> Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.</p>		
<p><b><u>Digital Technology:</u></b> Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.</p>		

<p><b><u>Leadership:</u></b> Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.</p>		
<p><b><u>Professionalism/Work Ethic:</u></b> Demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.</p>		
<p><b><u>Career Management:</u></b> Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.</p>		
<p><b><u>Global/Intercultural Fluency:</u></b> Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.</p>		