There are eight basic competencies and learning how to communicate those skills is critical to landing an interview, and hopefully the job. Understand what it means to be "career ready" by reflecting on your experience and education, and learn to clearly articulate how you developed these competencies:

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Leadership
5. Digital Technology
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency

■ CONNECTING COMPETENCIES TO YOUR EXPERIENCE

In three easy steps, you can create powerful bullet points that convey your worth. Follow instructions 1 through 3 then combine all portions into one short concise phrase. Write that phrase out like shown in the example (step 4). Remember to think like an employer and give them examples that would show them how you have gotten your current/past job done efficiently. Which competencies did you use to achieve your goal?

Here's an example:

	STEP 1	STEP 2	STEP 3
	Use a powerful action verb. (past tense if in the past)	**Include the job activity/action, plus how you did your job.** (Which of the competencies did you use?)	**Include the end result and//or accomplishment.**
Example:	*Conducted...*	*school project: market research team leader (6 students) used excel, survey monkey...*	*to evaluate impact of career workshops on student internships...*

STEP 4

End result: "Conducted market research while leading a six-member school project team; through the use of excel and survey tools, evaluated the impact of student career workshops on student internships"

In conclusion, this bullet point includes four of the eight competencies. The goal is to do this for all bullet phrases you write.

✓ Problem solving   ✓ Teamwork   ✓ Leadership   ✓ Digital Technology

■ 8 COMPETENCIES

Get ready TODAY to develop these eight professional competencies for your career success.

Critical Thinking / Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

Leadership

Use social and organizational influence to maximize the effects of others towards the achievement of a goal.

Oral / Written Communication

Express thoughts and ideas clearly and effectively in written and oral forms, inside and outside of organizations.

Professionalism / Work Ethic

Demonstrate accountability, effective work habits, and understand the impact of non-verbal communication on professional work image.

Teamwork / Collaboration

Work well with others to achieve a joint outcome; understand the need for give-and-take toward a shared goal.

Career Management

Understand and practice your development skills, using tools and knowledge relevant to your personal growth.

Digital Technology

Use current and appropriate technologies to solve problems, complete tasks, and accomplish goals.

Global / Intercultural Fluency

Show knowledge and understanding of international issues and value/learn from diverse cultures.