



RESUME BUILDING WORKSHEET

COMPETENCY & NACE DEFINITION <i>Employers frequently cite the following 8 competencies as desirable qualities for job candidates.</i>		LIST YOUR EXAMPLES <i>Using your experiences in organizations, internships, jobs, co-ops, assistantships, or personal projects, list specific examples of how you have already demonstrated these competencies.</i>
Problem Solving	<i>Analyze issues and make decisions to overcome problems. Obtain, interpret, and use facts and data to creatively solve problems.</i>	
Communication	<i>Articulate your thoughts and ideas clearly and effectively in written and oral forms to multiple audiences.</i>	
Teamwork	<i>Work collaboratively with and form meaningful relationships with colleagues and customers. Demonstrate the ability to manage conflict.</i>	
Technology	<i>Use up-to-date technologies ethically and effectively to complete tasks, solve problems and accomplish goals.</i>	
Leadership	<i>Leverage the strengths of others to achieve common goals. Use emotional and interpersonal skills to develop or coach others.</i>	
Work Ethic	<i>Demonstrate personal accountability and ethical work habits, such as punctuality, productivity, strong time-management skills, and integrity.</i>	
Career Management	<i>Understand and identify one's own skills, strengths, knowledge, and weaknesses in order to achieve professional goals and growth.</i>	
Intercultural Fluency	<i>Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations and religions. Demonstrate openness and inclusivity to other ways of life, work, and thought.</i>	

Still need assistance? Schedule an appointment today!

UAH Office of Career Services

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