



COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description & circling the below words and synonyms that appear in it.</i> <i>Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
Engagement	Communication Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	Collaboration Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	Leadership Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
Innovation	Adaptability Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	Analytical Skills Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	Technology Employing current and emerging software and tools to solve general and industry-specific challenges.	
Professionalism	Self-Awareness Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	Integrity & Ethics Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	Brand Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	