Career-Readiness Skills Reflection Worksheet

Career-readiness skills are acquired abilities that allow college graduates to transition well into a work setting. Employers are looking for candidates with the competencies and skills listed below, which can qualify students to complete their roles in an entry-level job, fellowship, internship, or graduate school program. Therefore, it is critical for students to reflect on these skills (from course, job, internship, volunteer/student organization experience) and describe them effectively in a resume, cover letter, or interview.

<table>
<thead>
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<th>Experience/Responsibility: List the experience and the activity completed</th>
<th>What Did I Actually Do? State specific tasks completed for this job duty/activity</th>
<th>Competencies Developed: Reflect on how this position helped with gaining specific career-readiness skills</th>
<th>Think about your StrengthsQuest themes and how they were used to complete task*</th>
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| **Example:**  
“Intro to Sales & Marketing” (Course)  
Develop and facilitate a presentation on creating marketing campaigns | Conducted research  
Developed a PowerPoint presentation  
Took the lead in presenting to a group of 25 students  
Coordinated teammates’ responsibilities | o Critical thinking/problem solving  
o Oral/written communication  
o Informational technology application  
o Leadership | Woo  
Harmony  
Includer |
| **Experience/Responsibility #1:** | | o Critical thinking/problem solving  
o Oral/written communication  
o Teamwork/collaboration  
o Digital technology  
o Leadership  
o Professionalism/work ethic  
o Career management  
o Global/intercultural fluency | |
| **Experience/Responsibility #2:** | | o Critical thinking/problem solving  
o Oral/written communication  
o Teamwork/collaboration  
o Digital technology  
o Leadership  
o Professionalism/work ethic  
o Career management  
o Global/intercultural fluency | |
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*Discover your strengths by taking the [StrengthsQuest](#) assessment.