## Career Read 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>
<tr>
<th>Experience/Responsibility</th>
<th>What Did I Actually Do?</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>
</tr>
</thead>
<tbody>
<tr>
<td>Example: “Intro to Sales &amp; Marketing” (Course)</td>
<td>Conducted research Developed a PowerPoint presentation Took the lead in presenting to a group of 25 students Coordinated teammates’ responsibilities</td>
<td>o Critical thinking/problem solving o Oral/written communication o Informational technology application o Leadership</td>
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<tr>
<td>Experience/Responsibility #1:</td>
<td></td>
<td>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</td>
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<td>Experience/Responsibility #2:</td>
<td></td>
<td>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</td>
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<tr>
<td>Experience/Responsibility: List the experience and the activity completed</td>
<td>What Did I Actually Do? State specific tasks completed for this job duty/activity</td>
<td>Competencies Developed: Reflect on how this position helped with gaining specific career-readiness skills</td>
<td>Think about your StrengthsQuest themes and how they were used to complete task*</td>
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</tbody>
</table>
| Experience/Responsibility #3: | | 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 #4: | | 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 #5: | | 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 | |

Learn more at [www.towson.edu/careerskills](http://www.towson.edu/careerskills)

*Discover your strengths by taking the [StrengthsQuest](http://www.towson.edu/careerskills) assessment.