Career ready 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: 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 ready skills</th>
<th>Think about your Clifton Strengths themes and how they were used to complete task*</th>
</tr>
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</table>
| **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 Career and Self-Development  
• Communication  
• Critical Thinking  
o Equity and Inclusion  
o Leadership  
o Professionalism  
• Teamwork | Woo  
Harmony  
Includer |
| Experience/Responsibility #1: | | o Career and Self-Development  
o Communication  
o Critical Thinking  
o Equity and Inclusion  
o Leadership  
o Professionalism  
o Teamwork | |
| Experience/Responsibility #2: | | o Career and Self-Development  
o Communication  
o Critical Thinking  
o Equity and Inclusion  
o Leadership  
o Professionalism  
o Teamwork | |
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<tr>
<td>Experience/Responsibility #4:</td>
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<td>o Career and Self-Development o Communication o Critical Thinking o Equity and Inclusion o Leadership o Professionalism o Teamwork</td>
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<tr>
<td>Experience/Responsibility #5:</td>
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<tr>
<td>Experience/Responsibility #6:</td>
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<td>o Career and Self-Development o Communication o Critical Thinking o Equity and Inclusion o Leadership o Professionalism o Teamwork</td>
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Learn more about Career Ready Skills at [www.towson.edu/careerskills](http://www.towson.edu/careerskills)

*Discover your strengths by taking the CliftonStrengths assessment.