Career Ready Skills Reflection Worksheet

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 StrengthsQuest themes and how they were used to complete task*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong>&lt;br&gt;“Intro to Sales &amp; Marketing” (Course)&lt;br&gt;Develop and facilitate a presentation on creating marketing campaigns</td>
<td>Conducted research&lt;br&gt;Developed a PowerPoint presentation&lt;br&gt;Took the lead in presenting to a group of 25 students&lt;br&gt;Coordinated teammates’ responsibilities</td>
<td>o Critical thinking/problem solving&lt;br&gt;o Oral/written communication&lt;br&gt;o Informational technology application&lt;br&gt;o Leadership</td>
<td>Woo&lt;br&gt;Harmony&lt;br&gt;Includer</td>
</tr>
</tbody>
</table>

| Experience/Responsibility #1: | o Critical thinking/problem solving<br>o Oral/written communication<br>o Teamwork/collaboration<br>o Digital technology<br>o Leadership<br>o Professionalism/work ethic<br>o Career management<br>o Global/intercultural fluency |  |

<p>| Experience/Responsibility #2: | o Critical thinking/problem solving&lt;br&gt;o Oral/written communication&lt;br&gt;o Teamwork/collaboration&lt;br&gt;o Digital technology&lt;br&gt;o Leadership&lt;br&gt;o Professionalism/work ethic&lt;br&gt;o Career management&lt;br&gt;o Global/intercultural fluency |  |</p>
<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 StrengthsQuest themes and how they were used to complete task*</th>
</tr>
</thead>
</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

*Discover your strengths by taking the CliftonStrengths assessment.