

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.

Experience/ Responsibility: List the experience and the activity completed	What Did I Actually Do? State specific tasks completed for this job duty/activity	Competencies Developed: Reflect on how this position helped with gaining specific career ready skills	Think about your StrengthsQuest themes and how they were used to complete task*
<p>Example:</p> <p><i>“Intro to Sales & Marketing” (Course)</i></p> <p><i>Develop and facilitate a presentation on creating marketing campaigns</i></p>	<p><i>Conducted research</i></p> <p><i>Developed a PowerPoint presentation</i></p> <p><i>Took the lead in presenting to a group of 25 students</i></p> <p><i>Coordinated teammates’ responsibilities</i></p>	<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Informational technology application</i> ○ <i>Leadership</i> 	<p><i>Woo</i></p> <p><i>Harmony</i></p> <p><i>Includer</i></p>
<p>Experience/ Responsibility #1:</p>		<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Teamwork/collaboration</i> ○ <i>Digital technology</i> ○ <i>Leadership</i> ○ <i>Professionalism/work ethic</i> ○ <i>Career management</i> ○ <i>Global/intercultural fluency</i> 	
<p>Experience/ Responsibility #2:</p>		<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Teamwork/collaboration</i> ○ <i>Digital technology</i> ○ <i>Leadership</i> ○ <i>Professionalism/work ethic</i> ○ <i>Career management</i> ○ <i>Global/intercultural fluency</i> 	



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Experience/ Responsibility #3:		<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Teamwork/collaboration</i> ○ <i>Digital technology</i> ○ <i>Leadership</i> ○ <i>Professionalism/work ethic</i> ○ <i>Career management</i> ○ <i>Global/intercultural fluency</i> 	
Experience/ Responsibility #4:		<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Teamwork/collaboration</i> ○ <i>Digital technology</i> ○ <i>Leadership</i> ○ <i>Professionalism/work ethic</i> ○ <i>Career management</i> ○ <i>Global/intercultural fluency</i> 	
Experience/ Responsibility #5:		<ul style="list-style-type: none"> ○ <i>Critical thinking/problem solving</i> ○ <i>Oral/written communication</i> ○ <i>Teamwork/collaboration</i> ○ <i>Digital technology</i> ○ <i>Leadership</i> ○ <i>Professionalism/work ethic</i> ○ <i>Career management</i> ○ <i>Global/intercultural fluency</i> 	

Learn more about Career Ready Skills at www.towson.edu/careerskills

*Discover your strengths by taking the [CliftonStrengths](#) assessment.



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