

# COMPETENCIES & YOUR RESUME or CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition

Give specific examples & quantify where possible

Consider printing a position description & circling the below words and synonyms that appear in it. Bullet points should reflect these words/synonyms.		Society, organization, internship, part or full-time job, assistantship, research, study abroad, volunteering, special projects, etc...
<b>Communication</b>	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
<b>Teamwork</b>	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
<b>Leadership</b>	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
<b>Strong Work Ethic</b>	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
<b>Digital Tech</b>	Employing current and emerging software and tools to solve general and industry-specific challenges.	
<b>Problem Solving</b>	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
<b>Career Management</b>	Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth.	
<b>Global or Intercultural Fluency</b>	Value, respect, and learn from diverse cultures, races, ages, genders, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.	