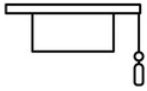# Career Readiness Skills

Career Readiness is a foundation of core skills preparing college educated individuals for success in the workplace and lifelong career management. The following skills are needed and desired in any academic or career field. Showcase the following skills throughout your resume, cover letter, and interview conversations to give yourself a strategic edge.
https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

View the BUILD - Career Readiness webpage for more tailored advice.

CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

COMMUNICATION

Clearly and Effectively exchange information, ideas, facts, and perspectives with persons inside and outside an organization.

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
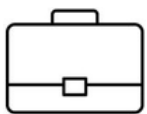
EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals. Inspire, persuade, and motivate individuals toward shared goals.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

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