

CAREER READINESS

The 8 NACE Competencies

(National Association of Colleges and Employers)



You are already developing these skills! Highlight them on your resume, during interviews, and when applying for internships.

1. Career & Self-Development

Definition: Proactively managing your career and continuous learning.

Example:

- Scheduled regular meetings with a Career Coach to develop a targeted internship search strategy.

2. Communication

Definition: Clearly and effectively exchanging information with others.

Example:

- Delivered a 10-minute presentation to a class of 30 peers, receiving positive feedback for clarity and engagement.

3. Critical Thinking

Definition: Identifying and responding to needs based on data, facts, and analysis.

Example:

- Analyzed survey results and proposed three actionable recommendations for improving student event attendance.

4. Equity & Inclusion

Definition: Demonstrating awareness, attitude, and skills to engage and include people from diverse backgrounds.

Example:

- Collaborated with a multicultural student organization to plan and promote an inclusive campus event attended by 150 students.

5. Leadership

Definition: Recognizing and motivating others toward shared goals.

Example:

- Led a group of 5 students in completing a semester-long marketing project, resulting in a top score in the class.

6. Professionalism

Definition: Demonstrating effective work habits, integrity, and responsibility.

Example:

- Maintained punctuality and professionalism while balancing a 15-hour campus job and full-time course load.

7. Teamwork

Definition: Collaborating and working effectively with others toward a common goal.

Example:

- Partnered with a team to organize a fundraising event, raising \$2,000 for a local nonprofit.

8. Technology

Definition: Using digital tools ethically and efficiently to solve problems and complete tasks.

Example:

- Designed promotional graphics using Canva and scheduled posts across social media platforms, boosting event attendance by 25%.