

# 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%.