

Translate your experiences into NACE Career Competencies



Experience <i>(job, internship, volunteering, leadership positions, class projects, etc.)</i>	What did I do in that position or project? What were my tasks or responsibilities?	How did I do it? What skills did I use?	What were the results and accomplishments of that work?	What NACE career competencies did I develop as a result?
<p><i>Example: Dog walker</i></p>	<ul style="list-style-type: none"> • Walked dogs for 45 minutes • Marketed my business • Followed up with contacts 	<ul style="list-style-type: none"> • Communication • Organization • Designed flyers • Time management and meeting deadlines • Client relations 	<ul style="list-style-type: none"> • Generated 6 clients who used my services weekly • Produced marketing materials and established social media presence 	<ul style="list-style-type: none"> ■ Critical thinking & problem solving ■ Oral & written communication <input type="checkbox"/> Teamwork & collaboration ■ Digital technology <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism & work ethic <input type="checkbox"/> Career management <input type="checkbox"/> Global & intercultural fluency
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