

Résumés

APPLICANT TRACKING SYSTEMS & ONLINE APPLICATIONS

Most mid- and large-sized companies utilize an Applicant Tracking System (ATS) to screen applicants' résumés and narrow down the number that will be reviewed by an actual human. ATSs are designed to make it easier for recruiters to find qualified candidates more quickly but can leave many well-qualified candidates' résumés unseen if they aren't packed with keywords from the job description. This is why it is vital that you **tailor your résumé to each job you apply for online by incorporating as many keywords as possible** (keywords are typically nouns and skill verbs).

RÉSUMÉ LAYOUT

Target your résumé toward a specific job, job type, or industry

Build a résumé that targets your skills and experience toward the type of work you seek. A specific job description will provide the framework; always include as many keywords from the job description as possible.

Résumé Sections

- **Letterhead:** Name; Phone #; Email Address; City, State; LinkedIn Custom URL; Website/Blog (if applicable)
- **Career Summary:** 3-5 lines that may include professional experience; soft & hard skills; academic background relevant to job posting; keywords from job description.
- **Skills Section:** hard skills relevant to job posting; language skills; keywords from job description.
- **Education:** GPAs 3.50+, Certifications, Credentials; can include projects (e.g., capstone; thesis, etc.)
 - **Relevant Coursework:** only if related to job you are seeking.
- **Professional Experience:** paid or unpaid relevant experience (e.g., internships, FT or PT jobs, job shadows, military experience, etc.).
 - Include position title, organization/company name, employment dates, achievements.
 - You can break professional experience into 2 sections – “Related Experience” and “Additional Experience.”
 - Within sections, list positions in reverse chronological order, with most recent first.

Optional Sections – include if applicable

- **Community Engagement / Volunteer Experience** (*volunteer, service learning, team membership*)
- **Professional Development** (*professional memberships, conferences, workshops, presentations, etc.*)
- **Leadership Experience** (*athletics, student org leadership roles, experiences leading teams or groups, etc.*)
- **Honors, Awards & Scholarships**
- **Languages & Technical Skills**

DOS

- Have a Career Professional review your résumé.
- Give your résumé to each of your references.
- Include keywords to fit the job description.
- Focus on accomplishments; quantify results.
- Keep it brief and only include relevant information.

DON'TS

- Add personal information or headshot/photos.
- Include anything untrue about yourself/background.
- Refer to high school achievements if you're in college, unless impressive or related to the job you seek.
- Cram too much information on 1-page.

ESSENTIAL ELEMENTS

Tailor Your Résumé

Integrate specific keywords from the job posting throughout your résumé in key places, e.g., career summary, skills section, accomplishment bullets, and job titles.

Write with Recruiter's Needs in Mind

Highlight your return on investment (ROI) by making your résumé results-focused, relevant, visually appealing, quality-oriented, and succinct.

Write Tight, Easy to Skim

Top- and left-load the most important information (F-shaped pattern). Write in first-person, omit personal pronouns, limit articles (a, an, the), and prepositions (of, by). Include periods at end of phrases.

Include Career Summary

Omit the objective statement and replace with a 3–5-line, keyword-rich career summary that highlights your unique value, academic and professional background, certifications, experience, and skills as relevant to the position.

Emphasize Achievements, not Tasks

Write bullet points in results-action format to highlight your accomplishments – what difference did you make? What was your impact? Use action verbs to begin bullet point phrases. Quantify and lead with results when possible.

Applicant Tracking Systems (ATS) – Online Applications

Follow application instructions. **Avoid using templates** – start from a blank Word document. Upload in Word, not PDF (unless otherwise instructed). Avoid textboxes, columns, and tables. Do not put anything in a header or footer. Use an ATS-friendly font e.g., Calibri, Arial, Garamond, Tahoma. Include month and years for all dates, and format consistently.

Focused and Clear

A clear, crisp résumé will make it easy to see who you are and what skills you possess. Use skill-based keywords found in the job description to describe your skills in your résumé.

Accurate

Proofread, proofread, proofread! Errors in grammar, punctuation, spelling, dates, and contact information reflect poorly on you and can eliminate you from the applicant pool. Delete comments in margins if your résumé was reviewed.

Appropriate Length

The length of your résumé should reflect the extent of your relevant experience. Most traditional-aged undergrads and recent graduates will have a 1-page résumé. If you are a graduate student, non-traditional student, or undergrad with significant, relevant experience, your résumé can be 2-pages. The second page should be at least ½ page, ideally ¾ page.

DESIGN & FORMATTING

- Make your résumé visually appealing – consider adding color to your letterhead and/or section headers to attract the recruiter's eye (industry dependent).
- Use .5 margins on all sides and use consistent paragraph spacing to create white space.
- Use one phone number with periods or dashes—e.g., 406.123.4567. Omit your street address and hyperlinks.
- Use a larger font size for your name and section headings; use 11–12-point font for all other information.
- Use design elements (bullets, bolding, lines, borders, shading) intentionally and consistently to highlight key content.

BUILD BETTER BULLET POINTS

Also known as **accomplishment statements**, the bullet points that describe each of your experiences are frequently cited as the most challenging aspect of résumé writing for many students. Follow this method to ensure you are crafting action-oriented, skill- and accomplishment-based statements that go beyond mere job responsibilities.

REFLECT

ACTION	SKILLS	DETAILS	RESULT
What did you do? Duties, responsibilities, tasks you performed.	How did you do it? Specific tools, resources, or technology. Transferrable skills. Keywords.	Elaborate to provide context. How often? What was the purpose? Who else was involved? How many? <i>Use #'s when possible</i>	How did you impact the organization? Did you improve something or exceed a goal? <i>Use #'s when possible</i>

- [Action verb] [result] by [task] using [skills].

LET'S PRACTICE!

	ACTION	SKILLS	DETAILS	RESULT
<i>Example</i>	Taught outdoor skills	Teaching, training	LNT principles, wilderness medicine, backpacking basics. 10 participants. 2 days.	Participants learned to enjoy and thrive in the wilderness
<i>Final Bullet</i>	<ul style="list-style-type: none"> • Increased 10 participants' wilderness preparedness by teaching 2-day intensive training on essential outdoor skills—LNT principles, wilderness medicine, and backpacking basics. 			
<i>Your turn</i>				
<i>Final Bullet</i>				

- **Avoid:**
 - Duties include, Responsibilities include, Responsible for, Worked, Assisted, Helped.
 - Duplicate use of the same verb, especially within a section (*See Action Words list for help*).
 - Personal pronouns (I, me, my, them, their, etc.), prepositions (of, by), and articles (a, an, the).
- **Include:**
 - Begin each bullet with an action verb, ideally, one that demonstrates impact (increased, decreased, improved, achieved, initiated, solved, etc.). *See Action Words list for more examples.*
 - Keywords from job description and/or relevant to industry/field.
 - Numbers to quantify your impact (e.g., # of clients, audience size, # of events hosted, money raised or managed, percent increase or decrease, etc.).
 - Use numeric format for all numbers, even those under 10 (i.e., 2 instead of two); if you need to estimate, use the + symbol (50+), use "K" to abbreviate numbers over 1,000 (100K+).

UTILIZING AI FOR YOUR RÉSUMÉ

Artificial intelligence is a remarkable tool. It equips your computer to analyze data, offer predictions, and expedite decisions when extra support is needed.

However, despite AI's intelligence, it sometimes falters in matters of common sense and context. While it excels at producing impressive data, its efficiency is lacking in data-sparse environments. Additionally, AI can display potential bias and limited creativity. As we dive into the landscape of AI integration, we must also consider the concerns of privacy, security and the unforeseen consequences of using this tool.

PROS OF USING CHATGPT FOR A RÉSUMÉ:

- **Communication:** ChatGPT can help you present information in a clear and engaging manner.
- **Personalization:** ChatGPT can be customized to match your writing style and preferences, creating a tailored résumé.
- **Attention Grabbing:** ChatGPT can capture the attention of recruiters and employers, making your résumé stand out.
- **Editing and Polishing:** ChatGPT can assist in refining your résumé by suggesting improvements, rephrasing bulleted points, and ensuring proper formatting.

CONS OF USING CHATGPT FOR A RÉSUMÉ:

- **Lack of Authenticity:** Using ChatGPT could make your résumé appear less authentic and undermine the human touch.
- **Unpredictable Outputs:** ChatGPT can produce varying outputs, leading to unexpected or inappropriate content.
- **Overreliance:** Depending too heavily on ChatGPT could hinder your writing skills and ability to communicate effectively.
- **Limited Context:** ChatGPT lacks real-world context and current events beyond its last knowledge update, potentially leading to outdated or irrelevant information.

Keep in mind, your results will only be as good as the quality of the information you feed it, and the extent to which you edit the information using your own writing style, creativity, and sound judgment.

STRATEGIES & PROMPTS FOR GETTING BEST RESULTS

- 1. Apply the 60/40 Rule:** Begin by crafting your résumé, cover letter or personal content on your own, focusing on the key points you want to convey. Allocate 60% of the effort to your initial writing.
- 2. Content Generation:** After writing, input your content into ChatGPT and ask it to rewrite and enhance your material. Prompt it to add specific examples, quantify achievements, improve language, etc.
- 3. Review and Polish:** Review the generated text, make necessary edits, and ensure it aligns with your personal style and voice. Add any finishing touches, ensuring a well-polished final version.

Resume Prompts: Upload your résumé for review and feedback. ChatGPT will suggest improvements, identify areas for enhancement, and offer guidance on how to make a strong impression.

- What skills should I include in a resume or job application for [POSITION]?
- Write a resume for a [TITLE] based on this job description. [Copy/paste the job description.]
- Tailor my resume to this job description for a [JOB TITLE] role at [COMPANY]. [Copy/paste your current resume and the job description]
- Using the resume and job description below, showcase 10 relevant skills I should highlight. [Copy/paste your current resume and the job description.]
- Here's my current resume. How would you rewrite it if you were applying to this [TITLE] role at [COMPANY]? Include metrics in the achievements. [Copy/paste your resume and the job description.]
- Write 3 bullet points demonstrating my ability to [RELEVANT SKILL OR ACHIEVEMENT].
- Write a professional summary for my resume and keep it under 100 words. [Copy/paste your existing resume]
- Create a professional summary under 500 characters that showcases my skills and experiences relevant to a [TITLE] role in [INDUSTRY]. [Copy/paste your resume.]
- Act as a professional resume writer and provide quantifiable outcomes using these bullet points from my resume. Here is the job title and bullet points: [Paste in your last job title and bullet points from one of your roles on your resume].
- Based on my resume, I want to continue growing in the same industry, yet look at alternative roles to what I'm doing at the moment. Ideally, my new role should match my [skill set], yet require [new responsibilities and help me learn new know-how]. I basically need [a change of pace]. If I paste in my resume, would you be able to assess what my alternative career opportunities within [BUSINESS] are?

HANNAH CORTLAND

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TARGET: YOUTH SUPPORT SPECIALIST

Community-oriented care provider with 2 years' human services experience and success working with Missoula's homeless and underserved populations. Psychology graduate well-versed in inpatient recovery plans, individual and small group interventions, mental health first aid, and evidence-based psychological practices. Collaborative nonprofit professional with fluent Spanish speaking and writing skills.

Customer Service
Group Interventions

Record-Keeping
Individual Treatment Planning

Active Listening
HIPAA Procedures

EDUCATION

Bachelor of Arts (B.A.) in Psychology (GPA: 3.61) - Human and Family Development Minor - Spanish Minor
UNIVERSITY OF MONTANA, Missoula, MT, May 2022

Mental Health First Aid Certification, National Council for Behavioral Health, 2021–Present

RELEVANT EXPERIENCE

Program Assistant (Intern)

Poverello Center

2018–Present

Missoula, MT

- Support homeless program residents by assessing and recommending appropriate community referrals and translating from Spanish to English for homeless populations.
- Ensure resident safety by monitoring 30-bed facility and enforcing rules according to center policies.
- Assist human resources manager with staff onboarding and training, including evidence-based MANDT Training to foster healthy and safe workplace.
- Collaborate with housing coordinator to aid residents with short-term housing and emergency shelter needs.

Independent Care Provider

Missoula Developmental Services Corporation

2017–2018

Missoula, MT

- Safeguarded client health and increased autonomy by supervising adults with cognitive delays and seizure disorders and assisting with medication management.
- Improved residents' daily living functions and implemented behavioral program/token system to promote positive behaviors and relationship-building.
- Maintained HIPAA-compliant documentation according to state and center policies and procedures by collecting data, writing incident reports, and keeping program records.

Intervention Specialist

Mountain Peaks, Inc.

2016–2017

Missoula, MT

- Reduced recidivism rates and improved social-emotional functioning by providing support services to youth clients upon release from juvenile detention facilities.
- Accomplished substance abuse recovery plan objectives for clients ages 15–17 by coordinating care with Individual Treatment Plan (ITP) team.

COMMUNITY ENGAGEMENT

Crisis Hotline Volunteer, YWCA, Missoula, MT

2017–Present

Youth Mentor, Big Brothers Big Sisters, Missoula, MT

2016–Present

ELIZA THORNBERRY

406.222.3333 * eliza.thornberry@gmail.com * Missoula, MT

RECREATION PLANNING * NATURAL RESOURCE MANAGEMENT * CUSTOMER SERVICE

- ✓ **Parks, Tourism & Recreation Student** seeking state parks internship with Montana Fish, Wildlife & Parks to preserve and responsibly assist with management of public and private lands for current and future use.
- ✓ **Environmental Steward** passionate about natural resources, wildlife management, and sustainability; experience recreating in outdoor settings implementing Leave No Trace (LNT) principles.
- ✓ **Key Knowledge Areas:** Recreation Resource Management * Environmental Science * Forest Ecology * Nature-Based Tourism * Sustainable Practices * River Recreation * National & State Parks * GIS

EDUCATION

University of Montana, *expected May 2023*

Bachelor of Science (B.S.) – Parks, Tourism & Recreation Management

- **Concentration:** Recreation Resources Management
- **Relevant Courses:** Parks & Outdoor Recreation Management * Nature Tourism & Community Recreation * Intro to Botany * Tourism & Sustainability * Wilderness & Protected Area Management

Basic CPR & First Aid – American Red Cross, 2021–2023

PROFESSIONAL EXPERIENCE

Stewardship Project Assistant (Volunteer)

GREAT BURN CONSERVATION ALLIANCE, Missoula, MT, *Summer 2022*

- Supported US Forest Service trail crew and Montana Conservation Corps in trail maintenance and improvement of Heart Lake Trail 171 in Scapegoat Wilderness (Helena National Forest).
- Improved signage around Heart Lake to mitigate social trails network by working closely with backcountry ranger on identified tasks and projects.
- Coordinated with team throughout trip to ensure progress; spent 3-days and 2-nights in wilderness area working and recreating collaboratively.

Freshman Wilderness Experience Assistant Leader

UNIVERSITY OF MONTANA, Missoula, MT, *Fall 2021*

- Planned, organized, and facilitated Freshman Wilderness Experience to guide diverse group of 10 students in 4-day backcountry recreation experience in western Montana wilderness area.
- Facilitated positive experience with wilderness by helping participants build relationships and learn essential outdoor skills—LNT principles, wilderness medicine, and backpacking basics.
- Enhanced leadership experience and skills by co-leading group with Primary Leader to ensure participant safety, health, and effective communication throughout trip.
- Displayed positive and enthusiastic energy throughout trip to create memorable experience and promote University to new students.

SEEKING ROLE AS: FORESTRY TECHNICIAN I

Dedicated forestry graduate with knowledge in forest ecology, timber operations, and natural resources. Experience supporting forestry operations in local and state sectors to promote effective trail maintenance and public land preservation. Exceptional time management with proven capabilities in performing manual labor in outdoor settings. Certified in Wilderness First Aid and interested in applying conservation knowledge to facilitate stewardship of forest resources.

Skills & Experience in:

Natural Resource Management	Vehicle / Equipment Operation	Digital Mapping Systems
Invasive Species Control	Outdoor Labor	Field Experiments

3x2 table – insert >> table; Remove all borders except vertical lines between columns ; Dump paint over table using paint bucket tool

EDUCATION SAMPLE

CERTIFIED SECONDARY ENGLISH TEACHER

Passionate educator who cultivates stimulating learning environments, promotes social-emotional development, and helps students identify and nurture their unique potential for success. Student motivator who blends cooperative learning, innovative technology, and evidence-based teaching methods to create lifelong learning.

- **Empathetic Teacher:** Create inclusive learning environments respectful of individual student needs and cultural diversity to meet students’ immediate and long-term needs.
- **Proactive Leader:** Initiate early academic intervention (RTI, PBIS) to promote positive reinforcement, mutual respect, productive education setting, and individual responsibility.

AREAS OF EXPERTISE

- **Teaching Competencies:** Classroom Management * Curriculum Development * Lesson Planning * Writing
- **Educational Technologies:** Google Classroom * Slack * Jam Board * Virtual Learning * Zoom * Online Grading

MEDIA ARTS SAMPLE

GRAPHIC DESIGN ² SOCIAL MEDIA ENGAGEMENT ² DIGITAL IMAGING ² CREATIVE CONCEPTS

Imaginative media arts student certified in digital design and eager to implement skills and knowledge in graphic design internship. Skilled in producing eye-catching content for web and print distribution. Social media enthusiast proficient in Adobe Photoshop, Illustrator, and InDesign. Passionate about curating inspiring materials and executing creative strategies in team environment to promote engagement with organization.

CORE SKILLS

Illustration Design | Branding & Identity | Logo Design | Adobe Creative Suite | Graphics Layout | Social Media

Dump paint over text using paint bucket tool

TARGET: SOCIAL WORK PRACTICUM

Advocating for underserved populations to strengthen individuals, families, and communities

- Empathetic social work student with demonstrated commitment to serving disadvantaged youth and adults, including military veterans, homeless youth, and individuals with disabilities.
- Self-aware professional recognized for strengths in team collaborations, active listening, motivational interviewing, and relationship-building.
- Pursuing practicum opportunities in medical settings to integrate clinical knowledge with hands-on practice, delivering strengths-based care to clients and families.
- **KEY STRENGTHS:** Relationship-Building | Motivational Interviewing | Social Work Best Practices HIPAA | Crisis Intervention | Social Services | Interprofessional Collaborations | Case Management

JOURNALISM SAMPLE

Uniquely qualified for position as

JOURNALISM INTERN

SOCIAL MEDIA CONTENT DEVELOPMENT • EDITING • FEATURE WRITING • NEWS LITERACY

Student Journalist with success meeting deadlines and producing detail-oriented content. Self-starter skilled in interpersonal communication, writing, and problem-solving. Outgoing professional seeking journalism internship focused on developing news features and improving social media outreach and engagement.

Storytelling
Interviewing
Team Projects
Journalism Ethics

2x1 table – insert >> table; Remove all borders except vertical line between column and bottom line ; Dump paint using paint bucket tool

PUBLIC HEALTH SAMPLE

COMMUNITY HEALTH & WELLNESS SPECIALIST

SUMMARY

Public Health Graduate with commitment to community health and prevention sciences for low-income groups. Coursework in health education, program planning, nutrition, and global health. Experience developing wellness programming for diverse college students to promote healthy mental and physical well-being. Interested in delivering education and services in rural communities aimed at promoting public health awareness for underserved groups.

- ✓ **Core Competencies:** Public Healthcare ▪ Health Education Presentations ▪ Program Support ▪ Epidemiology Social Media Outreach ▪ Rural Community Engagement ▪ Health Equity Practices ▪ Microsoft Office

Small square symbols between skills – insert >> symbol



Check out the “[Résumés and Cover Letters](#)” online learning journey for more tips and techniques:

- Explore the advantages of customizing application materials to each opportunity.
- Create a résumé repository.
- Draft targeted résumés and cover letters for your top three opportunities.
- Request feedback from your career services office (ELCS).

ACTION WORDS

Accomplishments

Achieved
Completed
Expanded
Exceeded
Improved
Pioneered
Reduced (losses)
Resolved (issues)
Restored
Spearheaded
Succeeded
Surpassed
Transformed
Won

Communication

Addressed
Advertised
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Defined
Described
Developed
Directed
Discussed
Documented
Drafted

Edited
Educated
Elicited
Enlisted
Established
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Suggested
Summarized
Synthesized

Creating

Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Planned
Revised
Revitalized
Shaped
Solved

Financial/Data

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed

Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Generated
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reduced
Researched
Retrieved

Helping

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Counseled
Cultivated
Demonstrated
Diagnosed
Educated
Encouraged

Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported

Management/ Leadership

Administered
Advised
Analyzed
Appointed
Approved
Assigned
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Counseled
Decided
Delegated
Determined
Developed
Directed
Disseminated
Eliminated
Emphasized
Enforced
Enhanced
Ensured
Established
Examined
Executed
Explained
Generated
Governed
Guided
Handled
Hired
Hosted
Improved
Increased

Influenced
Initiated
Inspected
Inspired
Instructed
Integrated
Launched
Led
Managed
Merged
Motivated
Organized
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Spearheaded
Streamlined
Strengthened
Supervised

Organization/Detail

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Implemented
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared

Processed
Provided
Purchased
Recorded
Registered
Responded
Reviewed
Routed
Scheduled
Screened
Set up
Submitted
Supplied
Standardized
Systemized
Updated
Validated

Research

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systemized
Tested

Teaching

Advised
Clarified
Coached
Communicated

Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Set goals
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Upgraded

KEY TRANSFERABLE SKILLS

Communication

Active Listening
Discussing
Emotional Intelligence
Inclusive Communication
Interpersonal Communication
Negotiating
Nonverbal Communication
Persuading / Influencing
Presenting
Public Speaking
Reporting
Verbal Communication
Written Communication

Critical Thinking

Analyzing
Brainstorming
Conceptualizing
Decision-Making
Diagnosing
Forecasting
Interpreting
Multi-Tasking
Researching
Theorizing

Creativity & Innovation

Brainstorming
Designing
Experimenting
Improving
Innovative Thinking
Inquiring
Practicing
Prototyping
Strategizing
Testing / Evaluating

Equity & Inclusion +

Community & Global Engagement

Advocating
Civic Engagement
Cultural Awareness
Diverse Thinking
Empathy
Experiential Learning
Flexibility
Global Interactions
Inclusive Perspectives
Openness
Relationship-Building

Leadership

Decision-Making
Empowering
Giving Feedback
Instructing
Modeling
Motivating
Organizing
Managing
Planning
Relationship-Building
Risk Management
Strategic Thinking
Supervising
Supporting

Technology Skills

Adaptability
Decision-Making
Efficiency
Information Technology
Managing Information
Problem-Solving
Troubleshooting
Typing

Teamwork

Collaborating
Communicating
Conflict Management
Cooperating
Coordinating
Rapport-Building
Respect
Situational Awareness

Professionalism +

Career & Self Development

Attention to Detail
Curiosity
Dedication
Goal Setting
Growth Mindset
Organization
Professional Development
Reflection
Reliability / Dependability
Self-Awareness
Time Management