**MARKETING YOUR LEADERSHIP EXPERIENCE**

**TRANSFERABLE CAREER READINESS SKILLS**

Your role as a chapter leader has helped contribute to your personal growth and career preparation. This resource will help you think about specific ways to market the skills and experiences you have gained so that you can better articulate your added value to future employers.

**STEP ONE: REFLECTION**

*Thinking back on your term in your office, answer the following questions:*

Summarize your leadership experience in your position in two sentences.

What are three lessons you learned about yourself as a leader through this position?

What are three skills you developed in this leadership role?

How has this leadership position made you a better potential employee?

**STEP TWO: IDENTIFY SPECIFC EXAMPLES OF CAREER COMPETENCIES**

National Association of Colleges and Employers (NACE) has identified [career readiness](http://www.naceweb.org/knowledge/career-readiness-competencies.aspx) as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.  Based on their extensive research among employers, they identified seven competencies associated with career readiness. This competencies are listed and defined in the chart below.

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| **Competency** | **Definition** |
| **Critical Thinking/**  **Problem Solving** | Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness. |
| **Oral/Written Communications** | Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively |
| **Teamwork/Collaboration** | Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict. |
| **Information Technology Application** | Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems. |
| **Leadership** | Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work. |
| **Professionalism/**  **Work Ethic** | Demonstrate personal accountability and effective work habits (e.g. punctuality, working productively with others, time workload management, etc.) and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes. |
| **Career Management** | Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace. |

With the competency definitions in mind, utilize the following chart to identify the job responsibilities of your leadership position, specific examples what you did, and which competencies you developed through each of those actions. Actively reflecting on these experiences helps you to develop competency in Career Management, and identify your transferrable skills.

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| **Position Duties/**  **Responsibilities** | **Specific Examples of What You Did** | **Competencies Developed**  **(see page 2)** |
| *Example: Coordinate the development of chapter goals and the implementation of strategies to achieve chapter excellence* | *Facilitated Strategic Planning Workshop with chapter.*  *Assessed feedback from chapter and collaborated with other executive council officers to create specific goals for the semester.*  *Held weekly meetings with executive council to revisit progress towards goals.* | *Leadership*  *Teamwork/*  *Collaboration*  *Critical Thinking/*  *Problem Solving* |
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| **Position Duties/**  **Responsibilities** | **Specific Examples of What You Did** | **Competencies Developed**  **(see page 2)** |
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| **Position Duties/**  **Responsibilities** | **Specific Examples of What You Did** | **Competencies Developed**  **(see page 2)** |
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| **Position Duties/**  **Responsibilities** | **Specific Examples of What You Did** | **Competencies Developed**  **(see page 2)** |
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*Resource created based on information retrieved from* [*http://www.naceweb.org/knowledge/career-readiness-competencies.aspx*](http://www.naceweb.org/knowledge/career-readiness-competencies.aspx)