

Translate your experiences into key career skills

Experience (job, internship, volunteering, leadership positions, class projects, etc.)	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 key career skills did I develop as a result?	What were the results and accomplishments of that work?
Example: Dog walker	<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"> ■ Career and Self-Development ■ Oral & written communication <ul style="list-style-type: none"> □ Teamwork & collaboration ■ Digital technology <ul style="list-style-type: none"> □ Leadership □ Professionalism □ Critical Thinking □ Equity and Inclusion 	<ul style="list-style-type: none"> Generated 6 clients who used my services weekly Produced marketing materials and established social media presence
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Adapted from: [What is Career Readiness? \(naceweb.org\)](https://www.naceweb.org/). WWU is an equal opportunity institution. To request this document in an alternate form, please contact careers@wwwu.edu