

NACE Career Readiness Workshop

The NACE competencies are the skills that employers are looking for in college graduates.

- Career self-development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Research shows there is a mismatch in what skills graduates think they have versus what employers observe.

GOAL: Promote action to develop competencies to be career ready!

Examine competencies to identify areas that need growth to become a better candidate for a particular career field.

Exercise 1: Identify the eight competencies in a faux cover letter and resume.

Exercise 2: Identify the eight competencies in a faux job listing.

Exercise 3: Use Competency Card Deck to rank skills, identify lowest ranked competencies that need growth.

Exercise 3: Identify your Transferable skills on a checklist and reassess your card deck rankings.

Exercise 4: Use Card Deck to take action to improve competencies and guide resume, cover letter, and interview prep.



The National Association of Colleges and Employers

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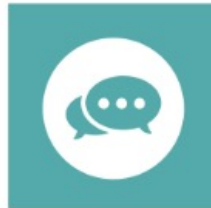
Research shows there is a mismatch in what competencies graduates think they have versus what employers observe.

Examine competencies to identify areas that need growth to become a better job candidate for a particular career field.



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



Strategies to grow your Competencies: Examples: ways to Double, Triple up!



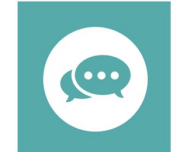
Critical thinking & communication
Talk about problem, situation, or idea.



Career and self development & professionalism



Teamwork & leadership
Both can incorporate inclusivity.



Communication can hinge on technology.



Identify the eight competencies in a resume and cover

Sample 1: Mechanical Engineering Undergraduate
Cover Letter

John D. Smith
Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

September 18, 2022

Donald Johnson
Human Resources Director
Gray & Postell Inc.
6600 Peachtree Dunwoody Rd. NE
Sandy Springs, GA 30328

Dear Mr. Johnson,

I write to apply for the Mechanical Design position with your Atlanta area office. In December 2023, I will graduate with a Bachelor of Science degree in Mechanical Engineering from Montana State University. The opportunities your firm offers for a career in the design and consulting industry, as well as Gray and Postell's reputation for strong continued growth, are two of the reasons I am applying for this position.

My internship experience at Boeing provided excellent exposure to the project phases of an HVAC system, including inventory, evaluation, design, and layout. Many times I was given autonomy to complete these assigned tasks and did so successfully without supervision. At the same time, I successfully coordinated my work with a design team and other interns to troubleshoot problems. At Boeing, I embraced and relished the opportunity to work on challenging projects. These projects allowed me to demonstrate my self-starting work ethic which I believe will be an asset at Gray and Postell.

As a Job Site Foreman for Sparrow's Nursery and Landscaping in Bozeman, Montana, I successfully supervised the work of 10-12 employees at one time. This included coordinating crew schedules with multiple job site contractors to ensure safety of all workers and timely completion of landscaping work. In addition, I successfully planned project installations and solved problems within the limits of a budget. I look forward to applying and further developing my leadership and project management skills at Gray and Postell.

I am confident I will make a positive contribution at Gray and Postell as I work alongside some of the best professionals in the field on my path to attaining my Professional Engineer licensure. Thank you for your time and consideration, and I look forward to discussing this opportunity with you further.

Sincerely,

John D. Smith

Sample 1: Mechanical Engineering Undergraduate
Resume

John D. Smith
Bozeman, MT 59717 | 406.555.2323 | john.d.smith@email.com | linkedin.com/in/john-smith-25

PROFESSIONAL PROFILE

Highly motivated Senior Mechanical Engineering student with experience applying problem solving and interpersonal skills in professional and team-oriented settings. Skilled in using SolidWorks, MatLab, MathCAD, AutoCAD, Pro-E CREO, LabVIEW, ANSYS, and NI modules. Demonstrated ability to delegate work, lead teams, and oversee projects.

EDUCATION

Bachelor of Science, Mechanical Engineering (GPA: 3.65) Expected: December 2023
Montana State University (MSU) Bozeman, MT

- ☐ FE Exam for Mechanical Engineers, passed May 2021

RELEVANT PROJECTS

Senior Capstone Project - Optical Table Moving Device August 2022 - May 2023
Client: Quantel USA, Inc. Bozeman, MT

- ☐ Designed and constructed a device to move heavy optical tables efficiently and safely
- ☐ Generated and coordinated the drawing package using SolidWorks for team and client
- ☐ Collaborated with students from the electrical engineering and physics departments

Junior Design Project - Remote Control Car January - May 2022
Course Title: Multidisciplinary Design Bozeman, MT

- ☐ Utilized AutoCAD and SolidWorks to design car
- ☐ Cooperated with engineers from various disciplines to complete project
- ☐ Participated in successful demonstration of remote car through obstacle course

RELATED WORK EXPERIENCE

Mechanical Engineering Intern May - August 2022
The Boeing Company Renton, WA

- ☐ Worked in the Shared Services Group with an emphasis on building systems
- ☐ Participated with numerous projects requiring: small mechanical design, HVAC systems, and AutoCAD design and documentation
- ☐ Operated in a cross-functional design team to troubleshoot design issues

CAD Lab/ME Design Lab Assistant September 2021 - May 2022
Montana State University Mechanical Engineering Department Bozeman, MT

- ☐ Recorded and analyzed data for kinematic project
- ☐ Revised SolidWorks drawings to evaluate limb performance

PROFESSIONAL AFFILIATIONS

- MSU Chapter of Engineers Without Borders August 2019 - Present
 - ☐ Kenya Summer Project Member, June - July 2019
- MSU Chapter of Society of Automotive Engineers August 2019 - Present
 - ☐ Co-Chair - Toys for Tots Drive, December 2019
- MSU Chapter of American Society of Mechanical Engineers December 2019 - Present

ADDITIONAL WORK EXPERIENCE

Foreman, Sparrow's Nursery & Landscaping, Bozeman, MT May 2020 - August 2023 (Summers)



Identify the eight competencies in a resume and cover

Sample 2: Bachelor of Science in Animal Science - Equine Science
Cover Letter

Aiyana Spotted Eagle
Bozeman, MT 59715 406.555.5555 aiyana2400@email.com

November 29, 2023

Dr. Bill Randolph
Equine Veterinary Hospital
8993 East Kalispell Ave
Bigfoot, MT 59936

Dear Dr. Randolph,

I am excited to apply for the veterinary assistant position at Equine Veterinary Hospital. As an energetic, detail-oriented, and outgoing individual who thrives on problem solving, I have a passion for helping horses be healthy and happy. In May 2023, I will graduate from Montana State University with a Bachelor of Science in Animal Science – Equine Science. I am eager to join a team that prioritizes compassion and understanding for each and every patient while achieving treatment excellence.

My work experience at Anderson Veterinary Clinic provided me valuable experience where I enjoyed working with others as a team. As you will see from my resume, I have demonstrated my commitment to working with horses on all levels of their care.

Outside of my academic work, I have taken on leadership roles as student vice-president of the Pre-Veterinary Club at Montana State University. In that role, I developed new marketing strategies using social media to increase membership and diversity for our club. I also believe in giving back to my community, as demonstrated by my role as Cat Care Handler at Heart of the Valley Animal Shelter where I have made valuable connections to my community.

I believe I am an exceptional match for the Equine Veterinary Clinic. With my boundless energy, enthusiasm, love for horses, cats, and a commitment to community, I will make a positive contribution to your team. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

Aiyana Spotted Eagle

Sample 2: Bachelor of Science in Animal Science - Equine Science
Resume

Aiyana Spotted Eagle
(406) 555-5555 □ aiyana2400@email.com □ Bozeman, Montana 59715

Education

Bachelor of Science in Animal Science – Equine Science (GPA: 3.89) Expected: May 2023
Montana State University – Bozeman, MT

Work Experience

Veterinary Assistant August 2021 - Present
Anderson Veterinary Clinic – Bozeman, MT

- Assist veterinarians in daily appointments with treatment of wounds, exams, and diagnosis
- Collect tissue, blood, feces, and urine samples for analysis
- Diligently care for boarded horses, including feeding, watering, stall cleaning, and treatments
- Maintain records, record inventory, and assist in front office work
- Provide excellent customer service and compassionate support to clients and customers

Ranch Hand (Intermittent/Seasonal) May 2012 - Present
Triple B Ranch – Wolf Point, MT

- Assist in dryland farming and cow-calf operation
- Wean calves using low stress weaning methods
- Build and repair fencing including electrical, wire, and iron fences
- Clean stalls and perform general maintenance and repairs

Sales Associate/Cashier May 2018 - August 2019
Western Montana Supply and Materials – Bozeman, MT

- Maintained orderly check-out station and efficiently served customers paying for items
- Ensured customers found the right products for their specific livestock and pet needs

Professional Affiliations & Leadership

Vice President & Member, Pre-Veterinary Club, Montana State University August 2019 - Present

- Elected vice-president for 2021-2022 school year
- Organize events and activities to promote pre-veterinary education and provide opportunities for members to learn from community practitioners
- Developed new marketing strategies to grow the organization, increasing Facebook page visits by 35% during fall 2021 semester

Collegiate Stockgrowers, Montana State University September 2019 - May 2020

- Developed comprehensive knowledge of the Montana beef industry

Volunteering & Community Service

Cat Care Handler, Heart of the Valley Animal Shelter, Bozeman, MT September 2020 - Present

Meal Server, Human Resource Development Council, Bozeman, MT March - April 2021



Identify the eight competencies in a job listing

Sample 1: Example Job Listing Business Operations Manager

Business Operations Manager

Brief Position Overview

The Business Operations Manager provides high-level administrative and operational support to the CEO of BFT Corporation. Coordinates with the Budget & Fiscal Manager on budgets. Coordinates payroll reconciliation, accounting, and budgeting functions as appropriate. Prepares budget for corporate programs, including conferences and/or business trips.

Business Operations

- Works closely with the CEO to facilitate overall operations.
- Organizes and coordinates meetings, prepares necessary materials, and/or delegates tasks as appropriate.
- Researches and resolves problems, gathers facts and data to make informed decisions and provides information and recommendations to the CEO.
- Provides operations data to others and implements decisions.
- Works on special projects and takes the lead as assigned by the CEO and/or CFO.
- Oversee the corporate technology purchasing activities.

Preferred Qualifications – Experience, Education, Knowledge & Skills

- Bachelor's degree
- Advanced skills in Excel and database management.
- Supervisory experience or demonstrated skills in managing people.

The Successful Candidate Will

- Thrive in an "open door" environment and be able to establish and maintain accessibility and maintain productive and positive working relationships with various constituencies.
- Maintain and Improve the organization's reputation.
- Demonstrate excellent written and in-person communication skills and interpersonal skills with the ability to articulate detailed information and policies both verbally and in writing to a wide variety of constituents.
- Strong organizational, prioritizing and time management skills. Ability to accomplish many dissimilar tasks in a highly demanding environment while maintaining a pleasant demeanor.
- Aptitude for problem-solving and facilitating the work of others. Ability to manage sensitive situations and complex and confidential information with discretion by applying strong analytical skills and good judgment.
- Appreciation for diverse constituencies, including the broader public.
- Represent the organization in a professional and courteous manner.
- Be willing to further develop oneself through continuing education and professional development.

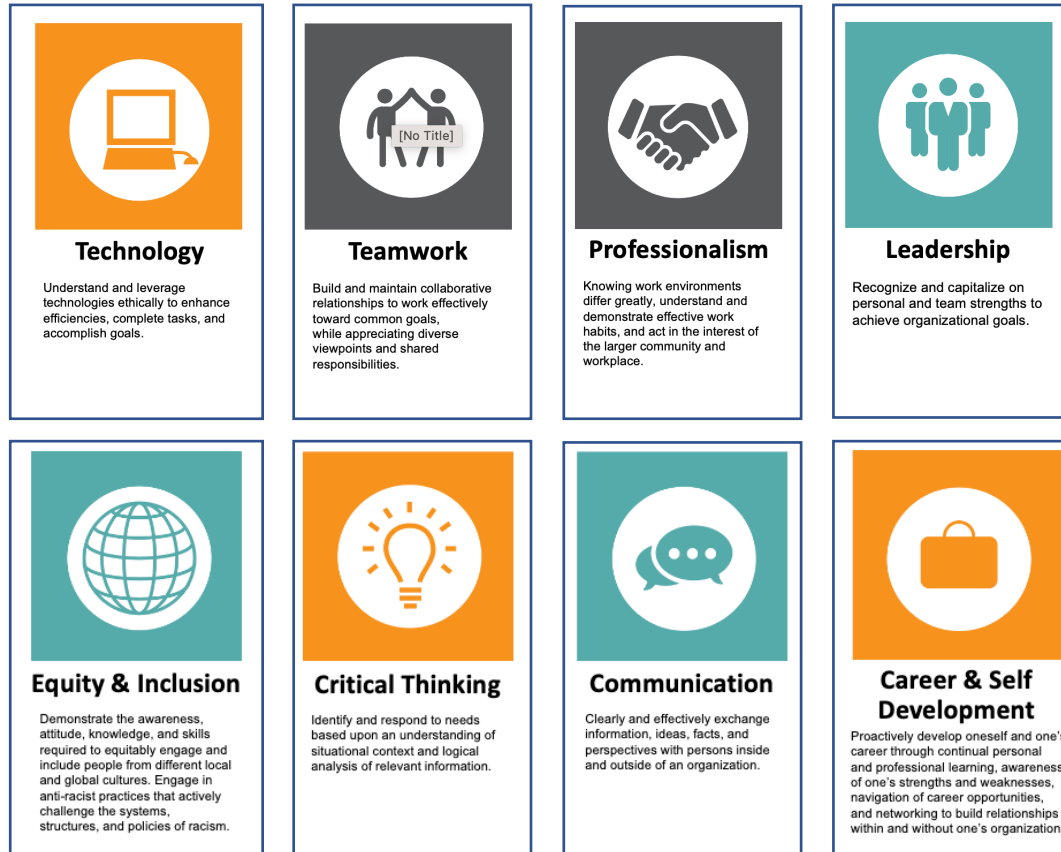
Print your own NACE competency card deck!

- Print slides 9-10; 11-12 to make your own card deck!
- Print double sided on the long edge to match front and back.

Use Competency Card Deck to rank your own competencies:

Part 1: Identify three highest competencies.

Part 2: Identify three lowest ranked competencies.



Front of card:

Description of the competencies.

Back of card:

A) Have you ever?

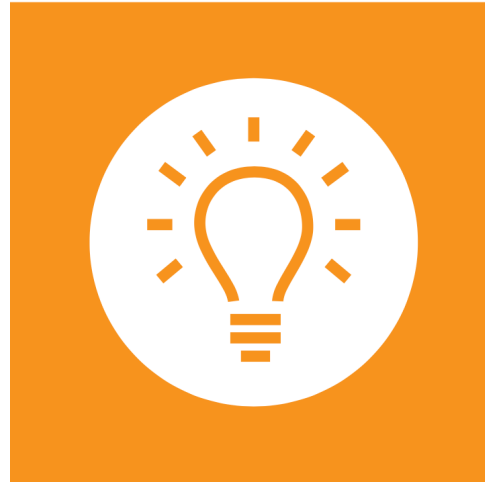
Examples of the competencies.

B) Resources to explore at MSU et al. to develop competency.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Career & Self Development

Have you:

- Networked?
- Made a resume/cover letter?
- Had an internship?
- Made a plan for your future?
- Thought about your strengths?
- Thought about your weaknesses?
- Explored your personal values?

Resources to explore

- Meet with MSU career coach
- Attend a career workshop
- Networking events
- Have your resume and cover letter reviewed
- Practice for job interview with a career coach
- Get a part-time job on campus

Communication

Have you:

- Given an elevator pitch?
- Moderated a social media channel?
- Given a toast/dinner speech?
- Asked a question in class?
- Used body language to communicate?
- Made a sign?
- Gave a presentation in class?
- Proofread a friend's paper?

Resources to explore

- MSU Writing Center
- MSU Debate Ethics club
- MSU Toastmasters club
- Participate in a marketing campaign
- Volunteer for a political campaign making calls or canvassing
- Offer to proofread others work

Critical Thinking

Have you:

- Solved a difficult problem?
- Anticipate someone's needs?
- Taken a logic class?
- Interpreted a graph?
- Multitasked on a project?
- Solved a puzzle?
- Averted disaster using quick thinking?
- Recognized a scam or identified misuse of AI on the internet?

Resources to explore

- MSU Debate Ethics club
- Participate in a research project
- Field experience
- Take a logic or philosophy course
- Engage in classroom discussion
- Attend seminars to get exposure on how others solve problems

Equity & Inclusion

Have you:

- Reached out to include someone in an event that otherwise might not be included?
- Asked for feedback from someone with a different background?
- Sought out a cross-cultural experience?
- Made an effort to be open minded?
- Recognize power/influence disparities?

Resources to explore

- Join Diversity and Inclusion Student Commons (DISC) or become a DISC ambassador
- Safe Zone training
- Volunteer with an organization that serves underprivileged or disadvantaged groups
- Explore studying abroad



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Leadership

Have you:

- Ever run for student government?
- Have you ever taken charge in a group project?
- Inspired others?
- Served as a mentor?
- Delegated and empowered others to achieve a common goal?
- Been a supervisor at your job?

Resources to explore

- MSU Leadership Institute
- Student Government, ASMSU, Associated Students of MSU are looking for leaders
- Take a leadership workshop
- Participate in community leadership opportunities

Professionalism

Have you:

- Always been on time for work?
- Fulfilled your job responsibilities?
- Acted with integrity and self-accountability?
- Completed a task in a timely manner?
- Wrote a professional email?
- Have great work references?
- Noticed that you are dressed/groomed for your job?

Resources to explore

- Join a professional organization within your career field
- Get an internship to showcase your professionalism
- Get a professional headshot
- Become better organized
- Engage in a mock interview

Teamwork

Have you:

- Volunteered with a group of people?
- Have you ever played sports?
- Worked on a group project?
- Effectively managed a conflict?
- Been flexible and compromised?
- Built positive relationships at work?
- Shared credit/recognized efforts?
- Looked out for a group member?

Resources to explore

- MSU clubs and organizations
- Get an internship and build good relationships with coworkers
- Volunteer in a group setting
- Participate in team sports
- Class group projects

Technology

Have you:

- Used tech to improve your speed and efficiency?
- Used wearable tech to measure health or steps?
- Averted being phished?
- Learned a new app on your phone or laptop?
- Entered data into a spreadsheet?
- Beta tested an application?
- Taken an internet safety or privacy tutorial?

Resources to explore

- MSU UIT trainings and workshops
- Software training workshops
- Online help desk for help with software
- Online certificate program

Check off your transferable skills!

Transferable Skills Checklist

Check off those skills you already have...Use these to help build your resume.

- | | | |
|---|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Interpersonal Skills
Able to interact successfully with a wide range of people; know how to interpret/use body language<input type="checkbox"/> Oral Communication Skills
Presents information and ideas clearly and concisely with content and style appropriate for the audience; presents opinions/ideas in an open, objective way<input type="checkbox"/> Public Speaking Skills
Able to present formally; present ideas, positions and problems in an interesting way<input type="checkbox"/> Counseling Skills
Responds to others in a non-judgmental way; builds trust and openness with others<input type="checkbox"/> Coaching/Mentoring Skills
Gives feedback in a constructive way; helps others to increase their knowledge or skills<input type="checkbox"/> Teaching/Training Skills
Able to help others gain knowledge and skills; able to create an effective learning environment<input type="checkbox"/> Supervisory Skills
Delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of performance of others<input type="checkbox"/> Leadership Skills
Motivates and empowers others to act; inspires trust/respect<input type="checkbox"/> Persuading Skills
Communicates effectively to justify a position or influence a decision; able to sell products/promote ideas<input type="checkbox"/> Negotiating Skills
Able to negotiate skillfully; knows how/when to make compromises<input type="checkbox"/> Mediation Skills
Able to resolve conflicts of different perspectives or interests; able to deal with conflict in an open, honest and positive way<input type="checkbox"/> Financial Skills
Able to keep accurate financial records; able to manage a budget | <ul style="list-style-type: none"><input type="checkbox"/> Interviewing Skills
Asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust<input type="checkbox"/> Customer Service Skills
Able to build relationships of mutual trust with clients; able to handle complaints/concerns in a sensitive way<input type="checkbox"/> Care-Giving Skills
Able to empathize with others; able to give sensitive care to people who are sick/elderly, or have severe disabilities<input type="checkbox"/> Analytical/Logical Thinking Skills
Able to draw specific conclusions from a set of observations/set of specific facts; able to synthesize information/ideas<input type="checkbox"/> Critical-Thinking Skills
Able to review different points of view/ideas and make objective judgments; investigates all possible solutions to a problem, weighing the pros and cons<input type="checkbox"/> Creative-Thinking Skills
Able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit/humor effectively<input type="checkbox"/> Problem-Solving Skills
Able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of various options<input type="checkbox"/> Decision-Making Skills
Able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option<input type="checkbox"/> Planning Skills
Able to plan projects, events and programs; able to establish objectives/needs, evaluates options and chooses best<input type="checkbox"/> Organizational Skills
Able to organize information, people or things in a systemic way; able to establish priorities/meet deadlines | <ul style="list-style-type: none"><input type="checkbox"/> Advanced Writing Skills
Able to select, interpret, organize and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise and accurate as possible<input type="checkbox"/> Research Skills
Knows how to find/collect relevant background information; able to analyze data, summarize findings and write and report<input type="checkbox"/> Language Skills
Functionally bilingual; able to translate/interpret a given language<input type="checkbox"/> Advanced Computer skills
Able to use a variety of software programs; knowledge about desk-top publishing/web design<input type="checkbox"/> Technological Skills
Understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease<input type="checkbox"/> Performance Skills
Able to make presentations for video/television in an interesting way; able to entertain, amuse and inspire an audience<input type="checkbox"/> Artistic Skills
Uses color and design creatively; able to design displays and publicity material<input type="checkbox"/> Perceptual Skills
Able to visualize new formats and shapes; estimate physical space<input type="checkbox"/> Mechanical Skills
Able to install, repair, operate and monitor the performance of equipment/mechanical devices<input type="checkbox"/> Adaptability/Flexibility Skills
Capacity to adapt to new situations and settings and to tolerate change well; flexibility to adapt to the needs of the moment<input type="checkbox"/> Administrative/Clerical Skills
Able to operate computers/other basic office equipment; able to design/maintain filing control systems |
|---|---|--|

Use personal NACE card deck for goal setting to improve competencies
Use cards to improve resume, cover letter, and interview narratives



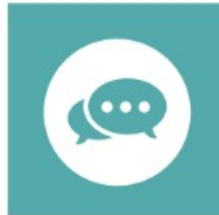
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