

Competencies/Skills Worksheet

EXPERIENCES

Through your experiences, you have built a foundation of relevant competencies. These types of experiences include: jobs, internships, research, independent or academic projects, publications, volunteer experiences/community involvement, extracurricular activities/student groups, military, professional development, programs, and travel.

What are some of your recent experiences and roles?

Experience Example: Extracurricular Activity/Student Newspaper Editor

Experience/Role 1:

Experience/Role 2:

Experience/Role 3:

Experience/Role 4:

Experience/Role 5:

COMPETENCIES

What competencies have you developed through these experiences?

Competencies Examples:

[NACE Career Readiness Competencies](#)

[My Columbia College Journey Competencies](#)

Experience/Role 1 Competencies:

Experience/Role 2 Competencies:

Experience/Role 3 Competencies:

Experience/Role 4 Competencies:

Experience/Role 5 Competencies:

ACCOMPLISHMENT STATEMENTS

What are some brief examples of your competencies in action? Each of these examples can take the form of an accomplishment statement, like in a resume bullet point, starting with an action verb that reflects your competency.

Accomplishment Statement Example: Restructured the existing system of submission, revision, and publication, improving feedback process and ensuring quality control over final publication.

Experience/Role 1 Competency-Based Accomplishment Statements:

Experience/Role 2 Competency-Based Accomplishment Statements:

Experience/Role 3 Competency-Based Accomplishment Statements:

Experience/Role 4 Competency-Based Accomplishment Statements:

Experience/Role 5 Competency-Based Accomplishment Statements: