

Translating Your Experiences to Resume & Career Preparation

RACHEL DIETER

she/her/hers

Associate Director

Career Development Office

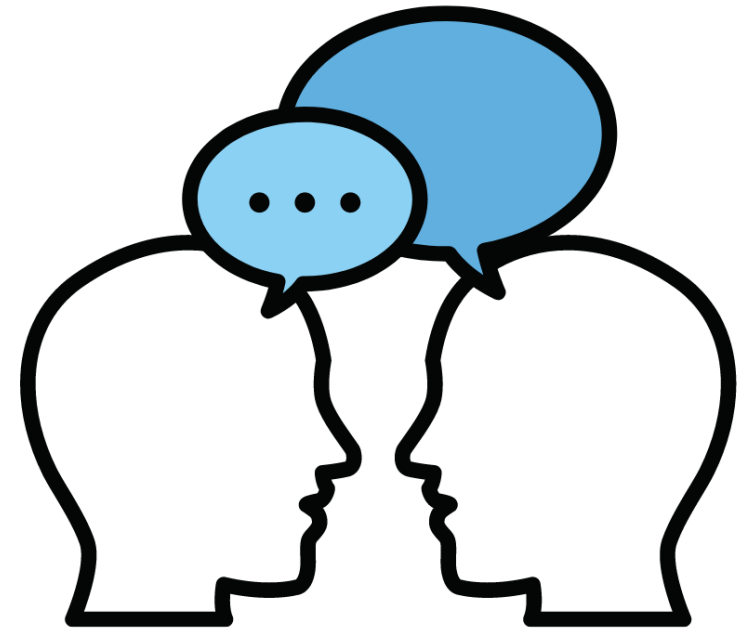
dieter@xavier.edu

T 513-745-4923

xavier.edu/career/



Technical Skills vs. Transferable Skills



What are transferable skills?

- Transferable skills, sometimes referred to as soft skills, refer to qualities that can be applied to a variety of different situations
- Because transferable skills are versatile in how and where they can be applied, they are particularly helpful for those just entering the workforce who may not have a lot of industry experience yet



Why should you care about transferable skills?



A: Because employers care about transferable skills!

<https://www.naceweb.org/talent-acquisition/candidate-selection/employers-want-to-see-these-attributes-on-students-resumes/>

ATTRIBUTE	% OF RESPONDENTS
Communication skills (written)	82.0%
Problem-solving skills	80.9%
Ability to work in a team	78.7%
Initiative	74.2%
Analytical/quantitative skills	71.9%
Strong work ethic	70.8%
Communication skills (verbal)	67.4%
Leadership	67.4%
Detail-oriented	59.6%
Technical skills	59.6%
Flexibility/adaptability	58.4%
Computer skills	55.1%
Interpersonal skills (relates well to others)	52.8%
Organizational ability	43.8%
Strategic planning skills	38.2%
Tactfulness	25.8%
Creativity	23.6%



NACE Career Readiness Competencies

Career & Self-Development

Communication

Critical Thinking

Equity & Inclusion

Leadership

Professionalism

Teamwork

Technology



<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

What are your skills?

1. Turn to someone near you. If possible, find someone who is not in the same organization(s) as you.
2. Describe your role. What are your main responsibilities in your role? How do they support the organization?
3. Now, think about transferable skills. Which skills do you have? Which responsibilities connect to those skills?
4. Finally, is there one skill that you haven't built yet? What are some responsibilities you could take on to help you build that skill?
5. Be prepared to share out!



Build a Better Resume with Bullet Points

- Start each bullet point with an **action verb**
 - Examples include: Budget, Collaborate, Coordinate, Create, Delegate, Improve, Maintain, Manage, Organize, Prepare, Present, Promote, Supervise, Train, etc...
- Note that these action verbs hint at the transferable skills you might have developed through your leadership role
- Think about **WHAT** you do, **WHY**, **HOW**, and the **RESULTS/OUTCOMES**
- Remember to **TAILOR** your resume! Use the job description to determine which skills to highlight!



- Inform members of deadlines and pertinent information concerning academic matters and upcoming campus activities
- **Encourage members to become active in campus and community activities**
- Correspond with 35 club members, providing information regarding upcoming campus activities
- **Promote, support and actively participate in faculty interaction**
- Collaborate with faculty and students in organizing the X event with panelists recruiter from the community, resulting in over 100 attendees and a foundation for next year's event
- **Plan & execute activities that assist members in interacting with one another, developing new skills or knowledge, and/or familiarize members with university programs, activities, and services**
- Plan and execute activities such as...., assisting members in developing leadership skills
- **Increased membership by 10% by marketing the organization through hosting information tables and using social media outlets including Instagram and Twitter**



Xavier University Leadership Committee, Cincinnati, OH, 2020 – 2021

- Organized the largest and most popular school event “Hip-Hop Culture Explosion”
- Prepared a presentation and facilitated exercises about leadership skills that are applicable in academic, professional, and social settings

Public Relations Student Society of America (PRSSA): Cincinnati, OH August 2018 – present

Chapter Vice President; May 2022 – present;

Chapter Secretary; December 2021 – May 2022

- Organize and lead chapter meetings to motivate and build unity of more than 20 members
- Write monthly news releases for professional affiliate, Public Relations Society of America (PRSA) and serve as contributing editor for national PRSSA student newspaper, FORUM

Xavier International Business Association

President; May 2022 - present

- Increased recruitment by 15% by utilizing social media and networking.
- Organized club functions including cultural dinners, informational sessions, and public speakers.
- Coordinated with Xavier University officials in order to ensure the club was operating within guidelines and contributing to the Xavier University community



Practice writing a bullet point!

1. Make groups of 3-4 at your table.
2. Pick one of the roles in the envelope on your table – or, use one of your own roles.
3. Discuss some of the key responsibilities of that role, focusing specifically on transferable skills someone in that role might develop.
4. What strong action verbs might you use to start bullet points for that role?
5. What are some things you could quantify in that role?
6. Be prepared to share out!



So You Landed an Interview...

- Transferable skills may be the basis for some of the behavioral interview questions in an interview
 - E.g. “Tell me about a time you saw a problem and took initiative to solve in rather than waiting for someone else to do it” or “Describe a situation in which you had to work with someone who was different than you”
- You might want to refer to your transferable skills throughout the interview
 - E.g. “Tell me about yourself” or “What is one area of improvement for you?”



The CAR Method for Interview Success

- **C** – Context
- **A** – Action
- **R** – Result



What is one of your strengths?

I have strong problem solving skills: I am able to identify issues and be creative in determining how to address them.

This year, I became president of an organization that had decreased in membership over the past three years. It was clear that our organization would end with my graduation if we didn't try something different. As the president, I decided to reach out to current members and recent alumni to discover why they joined our organization. Most shared that it was the interpersonal connection that made them decide to join, but that it had taken a while to even hear about the organization. So, I lead my team in creating a recruitment plan for new members. We decided to use social media to spread the word about our organization and to personally follow up with anyone who talked to us at Club Day.

Ultimately, we were successful. Our newly created Instagram page currently has 300 followers. We were also able to recruit 20 new members, who have all been regularly attending our meetings. Because your position requires creative problem solving, I believe my experience will be an asset to the team.

Tell me about a time you managed a conflict.

I am the president of an organization that plans a major campus event each year, and this year the group had issues deciding on a theme. One of the group members wanted to do one theme, and another group member didn't like the message that theme was sending.

I sat down with each group member individually to better understand their thoughts. It turns out that one group member thought the theme was offensive, whereas the other group member was frustrated that their idea was being put down without an explanation or another suggestion. Once I was able to understand where they were coming from, I then facilitated a meeting between the two of them.

As a result of our meeting, the two members worked together to come up with other theme suggestions, which they presented to the organization. The other group members really bought in, and we put on our best attended event to date, getting lots of positive feedback along the way.



Connect with Career Development!

SCAN ME



- Attend our Virtual Fall Career Fair!
 - Thursday, September 22, 2:00 – 5:00 PM
- Visit our Drop-In Hours!
 - Monday-Thursday, 2:00 – 4:00 PM
- Make an appointment on Handshake!
 - <https://xavier.joinhandshake.com/appointments>
- Club/Org Presentations
 - Email careerambassadors@xavier.edu with requests
 - 2+ weeks heads up
- Follow us on Social Media!
 - Instagram, TikTok, & Twitter: xucareer
 - LinkedIn & Facebook: Xavier University Career Development



Takeaways

At your table, discuss:

- What's one thing you are going to do to further your personal professional development?
- What's one thing you are going to do to further your organization's professional development?



Questions?

ALL FOR ONE

RACHEL DIETER

she/her/hers

Associate Director

Career Development Office

dieter@xavier.edu

T 513-745-4923

xavier.edu/career/