



Employers are eager to hire candidates who not only bring technical skills and content knowledge but can contribute positively to their organization and mission by displaying competency in core career-ready skills.

This guide provides examples for how College of Natural Sciences students can strengthen these career skills in experiential learning opportunities and then communicate these experiences effectively in their job search.

CNS Career Competencies Translation Guide

NACE Competency

Resume Example

Interview Explanation

Career & Self-Development

Experience: Leader of academic club on campus

Attended all CSU Chemistry Club leadership meetings and collaborated with other student leaders to increase visibility of club on campus, resulting in 10% increase in Chemistry Club membership over previous year

(Chemistry)

As an Outreach Coordinator for the CSU Chemistry Club, I was able to collaborate with the club's leadership and current members to increase engagement and involvement through intentional social media efforts (using Instagram & Canva fliers). Collaborating with Chemistry faculty to have them communicate the club's efforts and upcoming projects helped expand our message to students and aided in driving engagement, especially with first-year students.

Communication

Experience: Internship with the US Forest Service

Communicated statistical findings clearly to both technical and non-technical audiences, supporting cross departmental decision-making within the US Forest Service

(Statistics)

During my internship with the US Forest Service, communication was key in making sure that all decision-makers understood the patterns in the statistical findings. My ability to explain complicated concepts in digestible terms helped various staff feel comfortable comprehending the implications of the results and allowed them to make informed decisions as a unit moving forward.

Critical Thinking

Experience: Lab work

Developed and evaluated methodologies, diagnosed issues in analytical instruments, and administered best lab practices - including thorough documentation and QA/QC protocol

(Biochemistry/Molecular Biology)

In my work as a Lab Technician, I learned how important it is to follow standard operating procedures and apply quality assurance protocols to make sure all work is accurate. Applying a critical lens and constant curiosity to the process helped me identify issues in lab equipment and instruments, which allowed our team to make corrections, so future lab work was precise and trustworthy.

Equity & Inclusion

Experience: Paid internship with Northern CO Health Network

Provided culturally competent behavioral health services and supported mental health needs of clients with marginalized identities using research-based frameworks and bilingual communication (English and Spanish)

(Psychology)

It is a priority to help make sure clients I'm working with receive the highest level of care and access to resources, so they can reach their goals. I believe in supporting individuals of all identities and backgrounds, advocating for their unique needs and seeking to understand the experiences that shape them. Everyone has the right to receive quality mental health services, and I feel honored to work in a role that allows me to support all members of this community.

Leadership

Experience: Leader of student organization

Led Association for Women in Math (AWM) chapter for 4 semesters by prioritizing inclusion and community-building amongst all members, coordinating the mentorship program, and selecting valuable meeting topics that interested attendees across all disciplines
(Mathematics)

I was voted to lead our Women in Math chapter at CSU for the past two years, showing my skills in compassionate leadership, organization, and decision-making that helped propel our group forward with multiple projects and in reaching our goals for each semester. As a leader, I brought consistency and creativity to the role, inviting input from group members on identifying key projects and hearing different ideas for meeting content. I also served as the primary coordinator for our mentorship program, providing guidance to mentors as they engaged with mentees.

Professionalism

Experience: On campus work-study position in computer lab

Applied computer lab policies for responsible machine and program usage through consistent messaging and thorough explanations to ensure all users have a positive experience
(Computer Science)

While working as a Computer Lab Monitor at Colorado State University, my quick decision-making skills were helpful during finals week when we experienced wide-scale issues with the library printers malfunctioning. As soon as a student reported the issue, I called my supervisor to inform them, so they could request servicing. I then communicated with all students in the lab that print jobs would be routed to the nearest lab for retrieval. The printer was fixed within 3 hours, and students were patient and gracious because of the clear communication they received from me.

Teamwork

Experience: On campus research

Collaborated with undergraduate research team and senior faculty to conduct high-precision laser spectroscopy experiments, evaluating and summarizing the team's methods and findings to present at the APS Global Physics Summit
(Physics)

I gained valuable experience working on a research team in CSU's Physics Department during my Junior year. As an undergraduate researcher, I contributed to the team's mission by preparing experiments using attention-to-detail and confirming steps with senior faculty. We analyzed results as a team, identifying key findings. We then worked together to organize a presentation explaining our experiment design and findings at a national conference to help inform other research teams about working with high-precision laser spectroscopy.

Technology

Experience: Employment with Banner Health Medical Center

Documented lab specimens in hospital computer system, centrifuged appropriate blood vials, and prepared specimens for analysis lab to ensure efficiency and accuracy of results to doctors and patients
(Biology)

Analyzing specimens in the hospital's laboratory and navigating their system's database correctly was essential in understanding and then communicating the results accurately with various stakeholders. My ability to learn systems and equipment will contribute positively to the team and help patients and medical staff receive results quickly and correctly, improving the delivery of patient care.