



# READY to ROAR

## CAREER PROFICIENCIES

**WHAT IS LEADERSHIP:** RECOGNIZE AND CAPITALIZE ON PERSONAL AND TEAM STRENGTHS TO ACHIEVE ORGANIZATIONAL GOALS. THE ABILITY TO INFLUENCE AND MOTIVATE OTHERS TO ACHIEVE A COMMON GOAL.

LEADERSHIP | INITIATIVE | WORK ETHIC

### SAMPLE BEHAVIORS

- **Inspire, persuade, and motivate** self and others under a shared vision.
- Seek out and leverage **diverse resources and feedback** from others to inform direction.
- Use **innovative thinking** to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with **confidence and a positive attitude**.
- Motivate and inspire others by encouraging them and by **building mutual trust**.
- **Plan, initiate, manage, complete** and **evaluate** projects.

### WHERE TO BUILD IT...

- Student organization executive boards
- Student-athletics
- Volunteer positions
- Resident assistant
- Student employment
- Class projects



### HOW TO TALK ABOUT IT

#### Resume Bullet Examples | Leadership

- **Oversaw** floor meetings and floor programs to inform and entertain residents.
- **Recognized and responded** effectively in emergencies.
- **Enforced** all aquatic facility policies, rules, and regulations.
- **Led** monthly meetings with 11 staff members and adviser to share updates and determine progress.
- **Managed** flag football and soccer programs supervising more than 60 teams, 900 children, and 120 volunteers.
- **Supervised** 20+ referees, facilities management staff, marketing staff, and public relations staff.
- **Coached** students to develop study schedule to increase time management skills.
- **Managed and assisted** the day-to-day activities of the Advertising Account Executives, including collecting all unpaid accounts over 60 days past due.
- **Independently led** fourth grade classroom of 30 students for 12 days in urban, public elementary school.

### HOW EMPLOYERS ASK

- Tell me about a time when you **took the lead** on a team project.
- Describe a situation in which your efforts **influenced the actions** of others.
- Guide me through a situation where you had to **motivate others** to achieve a common end goal.
- Tell me about a time when you **faced a lot of challenges** in your work. How satisfied were you with the end results and why?
- How have you served as a role model for your peers in a **non-leadership role**?