Craft Your Future: Teamwork and Collaboration

Presented by the Whitman Student Consulting Corps:

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**97.7% Percent of employers rating teamwork as very/extremely important in candidates**

**NACE Job Outlook 2022**

**77.5% Percent of employers rating students as very/extremely proficient in teamwork**

**NACE Job Outlook 2022**

NACE teamwork competency:

Build and maintain collaborative relationships to work effectively toward

common goals, while appreciating diverse viewpoints and shared responsibilities.

Sample Behaviors

• Listen carefully to others, taking time to understand and ask appropriate

questions without interrupting.

• Effectively manage conflict, interact with and respect diverse personalities,

and meet ambiguity with resilience.

• Be accountable for individual and team responsibilities and deliverables.

• Employ personal strengths, knowledge, and talents to complement those of others.

• Exercise the ability to compromise and be agile.

• Collaborate with others to achieve common goals.

• Build strong, positive working relationships with supervisor and team

members/coworkers.

What groups/teams have you been a member of in the past 4 years?

(list them below)

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| **Group/team** | **Dates** | **Description** | **Skills Involved** |
| --- | --- | --- | --- |
| **WSCC** | **Fall Semester 2022** | **Worked with a nonprofit team and other student consultants** | * **Facilitate meetings for others to share ideas** * **Communicate with team to arrange meeting times** * **Design a space for team to find solutions** * **Support and collaborate with other student consultants** |
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What skills, activities and accomplishments help you highlight your collaboration skills?

Listing “strong collaboration skills” as part of your skills section just won’t do the work. Let’s look at the non-obvious skills that make you a great collaborator instead:

Discipline, organization & time-management: these skills are usually perceived to be important for individual workers. However, being able to work individually is definitely part of working well in a team.

Communication: be it verbal or non-verbal, communication has the potential to make or break a team. Recruiters will expect you to know how to manage conflict and communicate issues with others.

Adaptability: the current global situation has shown us that being adaptable to different conditions is extremely important. Teamwork requires great adaptability in the digital era.

How to demonstrate strong collaboration skills on your resume: being able to think outside the box shows that you can spot the mistakes of other team members and fix them quickly and easily.

### How to demonstrate innovation/collaboration skills on your resume

* Mention times when you had to work as part of a large team
* Describe some team issues you have helped resolve
* Talk about projects that had to be done in no time
* Demonstrate how creative you can be when tackling unfamiliar problems
* Give examples of situations which required you to be both a leader and a follower

Don’t forget: strong collaboration skills are what every employer wants you to have, but stating them explicitly might not work in your favor. Instead, focus on answering these questions:

* Have you participated in a team project that achieved great success?
* When was the last time you had to deal with an unsupportive team member, and how did you handle it?
* Have you ever put group success before individual recognition?

Examples:

Experience:

\*Assisted team members with their daily tasks

\*Participated in a year-long social media marketing campaign

\*Was an active member in all weekly brainstorming sessions

\*Set up, tracked and optimized various traffic campaigns

Summary Section:

Goal-oriented account executive with 5 years of experience. Co-led a team of 8 colleagues from various departments on the way to receiving the 2019 Effie Award for effectiveness in marketing.

Achievements:

\*“Team Champion” Award

Won the 2018 office contest for best team player.

\*Cross-departmental training

Conducted and participated in a cross-departmental training which aimed to help employees complete tasks ahead of time.

Collaboration skills: Key Takeaways for Your Resume

Demonstrate commitment: describe situations which required you to put group success before individual recognition

What makes you a good leader: talk about times that you had to take the lead in order to reach common goals

Show your individual strengths: the ability to work individually is crucial to being a valuable collaborator

\*Enhancv.com. Volen Vulkov: Strong Collaboration Skills: Example Usage on Resume, Skill Set and Guide for 2022

<https://enhancv.com/resume-skills/collaborative/#:~:text=Collaboration%20skills%20are%20considered%20to,typically%20have%20high%20emotional%20intelligence>. July 26, 2021.

Groupwork/Collaboration activity:

Three roles:

Architect

Communicator

Builder

1. Architect: asked to draw a design to create
2. Communicator: receives the sketch and using only words, has to tell the builder what the structure is supposed to look like.
3. Builder: knows materials that are available and using only the description from the communicator, has to build the doghouse.

Thank you!   
Questions about the WSCC, resumes or cover letters, or career advice?

Contact Shelly Rasmussen at [rasmussa@whitman.edu](mailto:rasmussa@whitman.edu) or schedule an appointment with a CCEC career advisor on Handshake.