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| --- | --- | --- | --- | --- |
| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
| **Adaptability**  (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed) |  |  |  |  |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) |  |  |  |  |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) |  |  |  |  |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) |  |  |  |  |
| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) |  |  |  |  |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) |  |  |  |  |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) |  |  |  |  |
| **Teamwork**  (e.g when you worked on a team to achieve a goal; conflict faced when working on a team; working with a team member not cooperative) |  |  |  |  |