



# Alamo Colleges District Marketable Skills Focus on Career Management

## About Career Management Skills

In this fully online learning experience, participants practice the skills needed to manage their careers, including:

- Learning about career options that fit with personal interests
- Searching and applying for jobs using the internet
- Creating a resume and cover letter with step-by-step instructions
- Practicing interview techniques and self-advocacy

A credentialed Alamo Colleges' Badge Coach facilitates the course, grades submissions, provides feedback, and assesses the demonstration of sub-competencies.

After completing this course, participants are awarded a digital badge called **Career Management (CM)**. After earning the digital badge, they can share it to show that they have **Career Management** skills.

## Career Management (CM) Competency\*

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual can navigate and explore job options, understand and take the steps needed to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.

## Career Management Badge

Participants who complete the **Career Management** learning experience earn a digital badge with the support of a live Badge Coach. The badge is shareable on social media sites, resumes, portfolios, and more. Each earned badge belongs to the earner and is stored in their virtual backpack hosted by Badgr, the digital badging platform of the Alamo Colleges District.

## Why Alamo Colleges District Marketable Skills

Alamo Colleges District is committed to ensuring students and workers have the marketable and professional skills they need to increase social mobility and position them for greater competitiveness in the job market. Participants in marketable skills training benefit by earning a verified digital credential that communicates in-demand skills. These micro-learning experiences leading to a digital badge provide an opportunity for workers to quickly address workforce skills gaps or elevate their professional skills. For details about the sub-competencies demonstrated and the participant artifacts created, please see the list in the right-hand column of this document.

## Career Management (CM) Sub-Competencies and Activities to Assess Each



**Articulates one's skills, strengths, knowledge, and experiences**

- Cover Letter
- Resume
- Interview



**Identifies areas necessary for professional growth**

- Career assessment/self-evaluation



**Navigates and explores job options**

- Job Search



**Understands and can take the steps necessary to pursue opportunities**

- Job Application



**Understands how to self-advocate for opportunities in the workplace**

- Career Conversation

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For more information, connect with an Enrollment Coach today.

**[AlamoONLINE@alamo.edu](mailto:AlamoONLINE@alamo.edu)**  
**210.485.0110**

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**A L A M O  
C O L L E G E S  
D I S T R I C T**

\* Courtesy of NACE Career Readiness Competencies