



TEAMWORK

BUILDING AND MAINTAINING COLLABORATIVE RELATIONSHIPS
TO WORK EFFECTIVELY TOWARD COMMON GOALS, WHILE APPRECIATING
VARIOUS VIEWPOINTS AND SHARED RESPONSIBILITIES.

KEY BEHAVIORS

- Listen carefully to others, **taking time to understand** and **ask questions** without interrupting.
- Effectively **manage conflict**, interact with and respect diverse personalities, and meet ambiguity with resilience.
- **Be accountable** for individual and team responsibilities to achieve common goals.
- Employ personal strengths, knowledge, and talents to **complement those of others**.
- Exercise the ability to **compromise and be agile**.
- Build **strong, positive working relationships** with supervisor and team members/coworkers.

HOW EMPLOYERS ASK

- How do you communicate effectively with team members from **different backgrounds and disciplines**?
- Describe a situation when you were able to **help a team member or peer**.
- Tell me about a time when you **worked on a successful team project**. What was your role in the team, and what did you contribute to the team's success?
- How do you ensure that **all team members' ideas** are heard and considered?
- Can you give me an example of a time when you had to **compromise your ideas** for the success of the overall team's project?

WHERE TO BUILD IT...

- Student organizations
- Intramural sports
- Class projects
- Student-athletics
- Service Learning courses
- Student employment



HOW TO TALK ABOUT IT

Resume Bullet Examples

- **Worked** closely with other team members on a semester-long software engineering project, delivering a high-quality product on time and within budget.
- **Served as team leader** for a group of 10 students in a business case competition, guiding the team to a second place finish.
- **Organized and facilitated** weekly team meetings to discuss progress on a research project, ensuring that all team members were aligned and on track.
- **Volunteered with** a team of students to provide free tutoring services to underprivileged children in the community, helping to improve their academic performance.
- **Collaborated with** fellow Executive Board members to plan out semester activities for 100-member chapter.
- **Brainstormed ideas with** a team of five to create better working and living environment as a Resident Assistant.
- **Helped advisor train staff** on how to use online programs and assigned staff members to roles that best suit skill sets.