



# READY *to* ROAR

## CAREER PROFICIENCIES

**WHAT IS DIGITAL LITERACY:** UNDERSTAND HOW TO UTILIZE AND LEVERAGE TECHNOLOGY TO SOLVE PROBLEMS EFFICIENTLY AND ETHICALLY.

DIGITAL LITERACY | TECHNOLOGY

### SAMPLE BEHAVIORS

- Navigate change and be **open to learning** new technologies.
- Use technology to **improve efficiency** and productivity.
- Manipulate information, construct ideas, and use technology to **achieve strategic goals**.
- Identify **appropriate technology** for completing specific tasks.
- Utilize **Artificial Intelligence (AI) systems** in appropriate and ethical settings.
- Quickly adapt to **new or unfamiliar technologies**.
- Effectively communicate through **multiple digital platforms**.

### WHERE TO BUILD IT...

- Personal learning
- Class projects
- LSU Continuing Education courses
- Student organization social media roles
- Informational interviews
- Professional internships
- Student employment
- Microcredentials



### HOW TO TALK ABOUT IT

#### Resume Bullet Examples | *Digital Literacy*

- **Utilized** Excel to analyze customer user data for local small businesses as part of Business class project.
- **Earned** multiple Microsoft Certifications through LinkedIn Learning platform.
- **Trained** new staff on point of sales operating system that restaurant uses to manage to go orders.
- **Quickly adapted** to new software tracking system implemented within the accounting department.
- **Directed** social media communication plan for 200-person student organization, responsible for advertising events and recruiting new members.
- **Presented** research paper on the ethical uses of ChatGPT and other AI tools by high school students in Louisiana.
- **Managed** the social media accounts for the Greater Baton Rouge Zoo.

### WHY EMPLOYERS CARE

- Describe how you've gone about **learning a new technical skill or digital tool** quickly?
- What are your thoughts on the **future of work** and how technology will impact it?
- How can one **effectively use Artificial Intelligence (AI) tools** to make our individual jobs easier?
- Sometimes complex projects require additional expertise. Describe a situation when you had to **request help or assistance** with one of your projects or assignments.
- Can you tell me about a time when you used technology to **improve a process** or solve a problem?