

**Please Indicate How Many Months or Years Experience You Have For
Each Of The Skills Below
Only Mark The Skills You Are Willing To Perform On The Job**

Name _____

Date _____

Shift (Please check shifts that you are willing to work.)

- Day Shift
- Evenings
- Graveyard
- Weekends
- Permanent
- Temporary
- On Call

Clerical

- Bank Teller
- Customer Service
- Dictation
- Dispatching
- Filing
- Front Desk
- Invoicing
- Legal Terms
- Mail Distribution
- Medical Claims
- Medical Terms
- Multi Line Phones
- Office Machines
- Order Supplies
- Scheduling
- Shorthand
- Stenography
- Ten Key-by touch
- Transcription
- Typing (wpm)
- Word Processing

Bkpg/Acct

- A/P
- A/R
- Auditing
- Bank Reconcile
- Billing
- Collections
- Financial Statements
- Full Chg Bkpg
- General Ledger
- Payroll
- Quarterly Reports
- Tax Preparation

Computer

- Access
- Auto Cad
- Business Works
- Claris Works
- Data Entry
- Excel

- Internet
- LAN
- Lotus 123
- Mac Write
- MAS 90
- Microsoft
- MS Dos
- Office
- PageMaker
- Peachtree
- PowerPoint
- Programming
- Quattro Pro
- Quickbooks
- Quicken
- Web Master
- Web Page Devel
- Windows NT
- Word
- Word Perfect
- Works
- Other:

Medical

- CNA
- Chiropractics
- Dental Asst
- Geriatrics
- Hygienist
- LPN
- Massage Therapist
- Optical
- Physical Therapy
- Radiologist
- RN
- Vet tech
- Other:

Service

- Bartending
- Bus/Clean-up
- Cooking
- Dishwashing
- Front Desk Clerk
- Gourmet Chef
- Host/Hostess
- Housekpg/Lndry
- Janitorial/Maint

- Nanny
- Wait Person

Sales

- Agriculture
- Auto/Equip
- Construction
- Industrial
- Insurance
- Parts
- Real Estate
- Telemarketing
- Retail, Sold:

_____ Comm, Sold:

Construction Trades

- Architecture
- Asphalt
- Blueprint/Estimtg
- Cabinet Making
- Carpenter Asst
- Concrete
- Dry Wall
- Electrical
- Finish Carpentry
- Flooring
- Framing
- Glazier
- Log Construction
- Masonry
- Plumbing
- Post Frame
- Remodeling
- Roofing
- Siding
- Texturing
- Tiling

Trades, Misc.

- Ag, Farming
- Ag, Livestock
- Auto Body
- Auto Detailing
- Auto Glass
- Broadcasting

- Carpet Cleaning
- Carpet Install
- Casting
- CNC Machinist
- Copier Repair
- Drilling
- Electronics
- EMT
- Graphic Design
- HVAC
- Hydraulics
- Interior Design
- Journalism
- Landscaping
- Logging
- Machinist
- Meat Cutting
- Mechanic, Auto
- Mechanic, Diesel
- Painting
- Paralegal
- Photography
- Press Operator
- Seamstressing
- Sheetmetal
- Small Appl Repair
- Small Engine Repair
- Snow Plowing
- Technical Writing
- Tire and Alignments
- Wallpapering
- Welding, Types:

Heavy Equipment

- Backhoe
- Bulldozer
- Caterpillar
- Cranes
- Dump Truck
- Farming Equipment
- Forklift
- Front End Loader
- Haying Equipment
- Logging Equipment
- Road Equipment

