

APPLICANT JOB SKILLS

Please check off skills that you have experience in using that you want to continue using in the future.
Do not check off skills used in the past that you do not want to do.

Name: _____

<u>Job Title</u>	<u>General Skills</u>	<u>Industry/Education</u>
<input type="checkbox"/> A/P	<input type="checkbox"/> TRANSCRIPTIONIST	<input type="checkbox"/> ASSOCIATES DEG
<input type="checkbox"/> A/R	<input type="checkbox"/> BILINGUAL	<input type="checkbox"/> BACHELOR'S DEG
<input type="checkbox"/> ACCOUNT'G CLERK	<input type="checkbox"/> LIFT UP TO 40LBS	<input type="checkbox"/> BUS CERTIFICATE
<input type="checkbox"/> ACCOUNTING	<input type="checkbox"/> STENO	<input type="checkbox"/> BUS/VOC. SCHOOL
<input type="checkbox"/> ADMIN. ASST.		<input type="checkbox"/> G.E.D.
<input type="checkbox"/> ADMINISTRATIVE	<u>Software</u>	<input type="checkbox"/> H.S. GRADUATE
<input type="checkbox"/> ASSIST UNDERWRITER	<input type="checkbox"/> ACCESS	<input type="checkbox"/> LIBRARY SCIENCE
<input type="checkbox"/> BANKING	<input type="checkbox"/> ACCTG SOFTWARE	<input type="checkbox"/> CONSTRUCTION
<input type="checkbox"/> BENEFITS (HR)	<input type="checkbox"/> ACT! DATABASE	<input type="checkbox"/> EDUCATION
<input type="checkbox"/> BILLING	<input type="checkbox"/> ADP	<input type="checkbox"/> INSURANCE
<input type="checkbox"/> BOOKKEEPER	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> MANUFACTURING
<input type="checkbox"/> CALL CENTER	<input type="checkbox"/> EXCEL	<input type="checkbox"/> MASTERS DEGREE
<input type="checkbox"/> CLAIM REP/EXA	<input type="checkbox"/> HRIS	<input type="checkbox"/> MEDICAL
<input type="checkbox"/> CLERICAL	<input type="checkbox"/> IBM PC	
<input type="checkbox"/> COLLECTIONS	<input type="checkbox"/> LOTUS NOTES	<u>Other</u>
<input type="checkbox"/> CPT CODES	<input type="checkbox"/> MACINTOSH	<input type="checkbox"/> AFTERNOONS
<input type="checkbox"/> CREDIT	<input type="checkbox"/> MS WORD	<input type="checkbox"/> BUS
<input type="checkbox"/> CUST SERV REP	<input type="checkbox"/> ORACLE	<input type="checkbox"/> CAR
<input type="checkbox"/> DATA ENTRY-ALPHA	<input type="checkbox"/> OUTLOOK	<input type="checkbox"/> P/T
<input type="checkbox"/> DATA ENTRY-NUMERIC	<input type="checkbox"/> PEACHTREE	<input type="checkbox"/> PERM
<input type="checkbox"/> EXECUTIVE SEC	<input type="checkbox"/> PEOPLESOFT	<input type="checkbox"/> SAME DAY
<input type="checkbox"/> FILE CLERK	<input type="checkbox"/> POWERPOINT	<input type="checkbox"/> SUMMER WORK ONLY
<input type="checkbox"/> FINANCIAL DATA	<input type="checkbox"/> QUICKBOOKS	<input type="checkbox"/> TEMP
<input type="checkbox"/> GENERAL LEDGER	<input type="checkbox"/> QUICKEN	<input type="checkbox"/> TEMP TO PERM
<input type="checkbox"/> HUMAN RESOURES	<input type="checkbox"/> SAP	
<input type="checkbox"/> HR ASSISTANT	<input type="checkbox"/> WINDOWS	
	<input type="checkbox"/> WORD PERF/WIN	

DO NOT WRITE BELOW THIS LINE

A- 1-2-3-4

P-1-2-3-4

C-1-2-3-4

D-1-2-3-4

J-1-2-3-4