

SKILLS YOU HAVE ACQUIRED

(CHECK ALL THAT APPLY)

Art	_____	Case Management	_____
Layout/Design	_____	Counseling	_____
Music	_____	Fundraising	_____
Acting	_____	Legislative Lobbying	_____
Accounting/Finance	_____	Volunteer Recruitment/Training	_____
Budgeting	_____	Instructional Design	_____
Customer Service	_____	Teaching	_____
Quality Control	_____	Training	_____
Manufacturing	_____	Foreign Language	_____
Market Research	_____		
Compiling Statistics	_____		
Retail	_____		
Sales/Marketing	_____		
Communications – Oral	_____		
Communications – Written	_____		
Conducting Experiments	_____		
Copywriting	_____		
Editing	_____		
Event Planning	_____		
Group Facilitation	_____		
International Experience	_____		
Interviewing for Information	_____		
Leadership	_____		
Management	_____		
Mediation	_____		
Meeting Facilitation	_____		
Supervising Others	_____		
Synthesizing Information	_____		
Scientific Laboratory Skills	_____		
Acting as a Liaison	_____		
Motivating Others	_____		
Negotiation	_____		
Organizational Skills	_____		
Persuading Others	_____		
Presentation Skills	_____		
Problem Solving	_____		
Proofreading	_____		
Program Planning/Evaluation	_____		
Record Keeping	_____		
Research/Evaluation	_____		
Technical Writing	_____		
Teamwork	_____		
Writing articles/reports	_____		

COMPUTER SKILLS

Word Processing	_____
Desktop Publishing	_____
Database	_____
Languages	_____
Networks	_____
Operating Systems	_____
Hardware	_____
Statistics Packages	_____
Other	_____