

Please take a moment to complete the following skills inventory. Make copies of this completed form and bring them with you to the Job Fair. You should submit a copy of this form to each employment supervisor when applying for jobs in their department. Your answers will be used to help find a work-study position for you!

Name _____ Social Security Number _____

I have skills/experience in the following areas (circle all that apply):

Foreign Languages:

Spanish
German
French
Other languages _____

Computer Science:

Web page design
PC Troubleshooting/User support
Software installation
Networking

Radio Station:

Radio equipment
Radio Production

PE Center:

Lifeguard

“People Skills”:

Communicate well
Tactful
Encouraging & positive
Follow through
Initiative

Other

Skills: _____

Publishing/Graphic Arts:

Computer Layout/Design

Intramural Officiating:

Basketball
Volleyball
Flag Football
Softball
Soccer
Floor Hockey

Office:

File/organize
Receptionist/Telephone
Writing
Fax Machine
Copy Machine

Analytical Skills:

Editing
Organize/categorize info
Calculate/compute
Research

Fine Arts:

Photography
Ceramics
Theater Lighting
Stagecraft
Costumes/sewing

Computer:

Word processing
Spreadsheets
Data entry
Specialized software
___CD/DVD burners
___Video/audio file
 conversions
Special Equipment
___Projectors
___Scanners
___Amplifiers
___VCR/DVD players