

Skills Inventory Sheet

The following is a list of various office and labor tasks. Please check all items in which you have prior work experience. Submit this Inventory Sheet with your application.

Accounting & Finance

- Accounts Payable
- Accounts Receivable
- Collections
- Invoicing
- Payroll
- Grant Writing/Administration
- Fund Accounting

Office/Clerical:

- Collating
 - Copying
 - Faxing
 - Scanning
 - 10 Key
 - Data Entry
 - Single-line Phone Skills
 - Multi-line Phone Skills
 - Receptionist
 - Scheduling Appointments
 - Greeting General Public
 - Proofreading
 - General Correspondence
 - Transcription/Dictaphone
- Typing wpm: _____

Computer Activities:

- Personal home computer
- Internet usage
- Charts/Tables (Word or Excel)
- Desktop Publishing
- Email
- Mail Merge functions
- Labels
- Spreadsheets
- Report Writing

Computer Software:

- Microsoft Access
- Microsoft Office
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- PowerPoint
- COGNOS
- Crystal Reports
- GIS
- Auto CAD

Computer Tech Support

- Help Desk
- Installation
- Network Administration
- Troubleshooting

Labor Experience:

- General Labor
- Janitorial
- Construction
- Stock Clerk
- Lawn Care
- Tree Trimming
- Brush Chipping
- Underground Construction
- Painting
- Floor Buffing & Waxing
- Drywall
- Carpentry
- Cement Finishing

Mechanical Background:

- Electrical
- Plumbing
- Demolition
- Construction
- Automotive Repair
- Mechanical Repair
- Welding

Small Hand/Power Tools:

- Chain Saw
- Weed Whacker
- Push Lawnmower

Equipment Operation:

- Back Hoe
- Dump Truck
- Bobcat
- Fork Lift
- Riding Lawnmower
- Plow Truck

Miscellaneous:

- Michigan Driver's License
- Commercial Driver's License
- Type of CDL endorsement(s) _____

Name: _____