

Skills Inventory Sheet

The following is a list of various office and labor tasks. Please check all items for which you have 6 months or more of experience. Submit this Inventory Sheet with your application or resume. Use blank spaces for any skills not listed.

Accounting & Finance

- Accounts Payable
- Accounts Receivable
- Collections
- Invoicing
- Payroll
- Administration
- Account Reconciliations
- _____
- _____
- _____

Office & Clerical

- Copying
- Faxing
- Scanning
- Data Entry
- Single-line Phone Skills
- Multi-line Phone Skills
- Receptionist
- Scheduling Appointments
- Greeting General Public
- Proofreading
- General Correspondence
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Computer Activities

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

Computer Software & Tech Support

- Microsoft Access
- Microsoft Office
- Microsoft Outlook
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- PeachTree
- PowerPoint
- QuickBooks
- Crystal Reports
- Help Desk
- Installation
- Network Administration
- Troubleshooting
- _____
- _____
- _____

Mechanical Background

- Electrical
- Plumbing
- Construction
- Automotive Repair
- Mechanical Repair
- Heating-Oil
- Air Conditioning
- Heating-LP
- _____
- _____
- _____

Labor Experience

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

Equipment Operation

- Bobtail
- Fork Lift
- Riding Lawnmower
- Oil Tanker
- Tractor Trailer
- _____
- _____
- _____

License/Certificate/Endorse

- CDL A
- CDL B
- Tanker Endorsement
- Hazmat Endorsement
- Bronze Burner
- Silver Burner
- Gold Burner
- CETP for delivery
- CETP for service
- Master Plumber
- Master Electrician
- Journeyman Plumber
- Journeyman Electrician
- Fork Lift
- _____
- _____
- _____
- _____