

# 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
- ☐
- ☐
- ☐
- ☐
- ☐