CLERICAL SKILLS

CHECK ONLY SKILLS WHERE YOU HAVE WORK EXPERIENCE

Qualifications & Skills:

POSITION TITLE:_____

PREFERRED JOB TYPE: ☐ Direct hire ☐ Part time ☐ Full time

EDUCATION & CERTIFICATIONS:

HIGH SCHOOL: ☐ Completed ☐ GED ☐ Incomplete
COLLEGE: ☐ Degree ☐ Incomplete ☐ Still attending
TRADE SCHOOL: ☐ Certificate ☐ Incomplete

LANGUAGE

☐ ENGLISH
☐ SPANISH
☐ FRENCH
☐ OTHER

_____

ADMINISTRATION

☐ DICTA PHONE
☐ SHORTHAND
☐ SPEED WRITING
☐ STATISTICAL TYPING
☐ OTHER

_____

MANAGEMENT

☐ H/R MGR
☐ A/R MGR
☐ CSR MGR
☐ OFFICE MGR
☐ BRANCH MGR
☐ WAREHOUSE CLERK
☐ OPS MGR
☐ PLANT MGR
☐ PRODUCTION MGR

CALL CENTER

☐ BENEFITS ADMIN
☐ CS INBOUND
☐ CS OUTBOUND
☐ FINANCIAL
☐ SALES INBOUND
☐ SALES OUTBOUND
☐ HIGH TECH
☐ TELECOM
☐ TRAVEL SERVICES
☐ UTILITIES

ACCOUNTING

☐ ACCOUNTS RECIEVABLE
☐ ACCOUNTS PAYABLE
☐ PAYROLL
☐ BOOKKEEPING
☐ COLLECTIONS

SOFTWARE BASIC/STAN

☐ MS WORD	☐	☐
☐ MS EXCEL	☐	☐
☐ OUTLOOK	☐	☐
☐ QUICKBOOK	☐	☐
☐ QUICKIN	☐	☐
☐ PEACHTREE	☐	☐
☐ MACINTOSH	☐	☐
☐ ACT	☐	☐
☐ LOTUS	☐	☐
☐ WORD PERFECT		
☐ OTHER		

_____

CLERICAL

☐ 10 KEY BY SIGHT
☐ 10 KEY BY TOUCH
☐ COPYING
☐ FAXING
☐ COLLATING/STUFFING
☐ FOLDING MACHINE
☐ LABOR LAW
☐ GENERAL OFFICE
☐ GOOD HANDWRITTING
☐ INSIDE SALES
☐ OUTSIDE SALES
☐ MAILROOM
☐ PURCHASING
☐ POSTING
☐ SUPPLY ORDERING
☐ H/R GENERALIST
☐ UPS
☐ FED EX
☐ OTHER

_____

RECEPTIONIST

☐ 1-5 LINES
☐ 10-20 LINES
☐ 1-25 EXT
☐ 20-50 LINES
☐ 25-75 EXT
☐ DEPT PHONES
☐ FRONT LOBBY PHONES
☐ MESSAGE CENTER
☐ VOICEMAIL
☐ PAGING
☐ SWITCHBOARD
☐ OTHER

_____

OFFICE USE ONLY

TYPING SPEED

_____

TESTING TITLE	SCORE
_____	_____
TESTING TITLE	SCORE
_____	_____

JOB TYPES:

Name your position title that most accurately describes your current experience and qualifications such as (i.e. Account Executive, Admin Assist or Human Resources etc).

_____

Name the industry in which you have the most experience in (i.e. Manufacturing, Distribution or Business Services etc).

_____