

# Resume Skills Checklist

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please mark an "X" in the box that represents an item that describes the student for whom the Resume Skills Checklist is being conducted.

Completed by:  Student  Parent/Guardian  Other: \_\_\_\_\_

**Leadership Skills**

<input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Willing to learn	<input type="checkbox"/> Assertive	<input type="checkbox"/> Dependable
<input type="checkbox"/> Accepts supervision	<input type="checkbox"/> Responsible	<input type="checkbox"/> Independent	<input type="checkbox"/> Reliable
<input type="checkbox"/> Needs limited supervision	<input type="checkbox"/> Self-motivated	<input type="checkbox"/> Able to coordinate	<input type="checkbox"/> Ambitious

**Communication Skills**

<input type="checkbox"/> Good listener	<input type="checkbox"/> Articulate	<input type="checkbox"/> Interpreter /Translator	<input type="checkbox"/> Bilingual
<input type="checkbox"/> Good speaking skills	<input type="checkbox"/> Public speaking skills	<input type="checkbox"/> Tactful	<input type="checkbox"/> Polite
<input type="checkbox"/> Get along with others	<input type="checkbox"/> Attention to detail	<input type="checkbox"/> Courteous	<input type="checkbox"/> Interpersonal skills
<input type="checkbox"/> Good reading skills	<input type="checkbox"/> Analytical	<input type="checkbox"/> Considerate	<input type="checkbox"/> Respectful
<input type="checkbox"/> Professional manner			

**Specific Skills**

<input type="checkbox"/> Valid CA driver's license	<input type="checkbox"/> Receptionist experience	<input type="checkbox"/> Organized documents	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Clean DMV record	<input type="checkbox"/> Telephone skills	<input type="checkbox"/> Sort mail	<input type="checkbox"/> Basic accounting
<input type="checkbox"/> Valid guard card	<input type="checkbox"/> Alpha / Numeric filing	<input type="checkbox"/> Office skills	<input type="checkbox"/> Accounts payable/recv.
<input type="checkbox"/> Bondable	<input type="checkbox"/> Computer literate	<input type="checkbox"/> Filed confidential doc.	<input type="checkbox"/> Typing skills _____ wpm
<input type="checkbox"/> Medical terminology	<input type="checkbox"/> Operate office equipment: copy, fax, printers, phone, etc.		<input type="checkbox"/> Computer programs

**Notes:**

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## Specific Skills Cont.

Warehouse experience
Work well with hands
General maintenance
Shipping and receiving
Safety training
Operate forklift
Completed training at:

Can lift _____ lbs.
Sanitation training
Mechanical ability
Laborer
Completes assignments
Prepared packets

Customer service
Sales experience
Stock merchandise
Cashier experience
Operate cash register
Technical skills:
Marketing of:

Cash handling
Inventory
Artistic
Landscape

## Temperament

Organized
Punctual
Manages time well
Good attendance
Efficient
Helpful
Good-natured
Can follow instructions
Versatile
Flexible
Good student/Good GPA
Takes pride in work
Resourceful
Dedicated

Competent math skills
Competent writing skills
Eager to learn
Energetic
Fast learner
Self-confident
Cooperative
Talented
Team player
Conscientious
Open-minded
Original
Inventive
Sincere

Can obtain work permit
Positive attitude
Learns quickly
Loyal
Honest
Protective
Trustworthy
Mature
Practical
Logical
Intelligent
Clever
Has commonsense
Troubleshooter

Industrious
Hard worker
Enthusiastic
Productive
Cheerful person
Sense of humor
Patient
Tolerant
Physically fit
Fun Loving
Tolerant of others
Welcomes a challenge
Enjoys people

## Notes:

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