

My **work experience** is in the following areas: _____

_____.

My best work experience was: _____

I can: _____

I know how to _____

I am interested in **working in the following fields**: _____

Job titles that interest me are: _____

My education includes: _____

Employers often look for the **following 11 skills**. I score myself from 1 to 5 (low to high) on each.

Customer Service Skills Score _____

Computer Skills Score _____

Teamwork Score _____

Mechanical Skills Score _____

Ability to Learn New Skills Score _____

Written English Score _____

Leadership Score _____

Spoken English Communication Score _____

Positive Attitude Score _____

Problem-solving Skills Score _____

Getting Along with People Skills Score _____

Here are some **additional skills or talents**: _____

Here are a few of my **personal character strengths**:

These are some **things co-workers, bosses and friends have said about me**:

This is **something that makes me special or something I have overcome**:

These are some **companies or organizations for whom I would like to work**:

Some challenges:

I need _____

I want _____

I am willing to _____

Signed _____

Date _____