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Skills Summary

Name: _____

Applicant Instructions: Make checks in boxes below to indicate your general qualifications. Since this skills summary sheet contains terms you may be unfamiliar with, check only those terms that describe your qualifications.

Special Qualifications/Training	Special Qualifications/Training
<input type="checkbox"/> Accounting <input type="checkbox"/> Accts. Payable <input type="checkbox"/> Accts. Receivable <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Budgeting <input type="checkbox"/> Cost Accounting <input type="checkbox"/> Financial Analysis <input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Collections <input type="checkbox"/> Insurance <input type="checkbox"/> Taxes
<input type="checkbox"/> 10 key Calculator <input type="checkbox"/> Compensation <input type="checkbox"/> Payroll <input type="checkbox"/> Reconciliation of Bank Statements	<input type="checkbox"/> Computer Programming <input type="checkbox"/> COBOL <input type="checkbox"/> FORTRAN <input type="checkbox"/> IS <input type="checkbox"/> LAN <input type="checkbox"/> Mainframe <input type="checkbox"/> MIS Mgmt <input type="checkbox"/> MSDOS <input type="checkbox"/> Network <input type="checkbox"/> Novell <input type="checkbox"/> ORACLE <input type="checkbox"/> Pascal <input type="checkbox"/> Unix <input type="checkbox"/> Systems Programming
<input type="checkbox"/> Cashier <input type="checkbox"/> Clerical <input type="checkbox"/> Legal Terminology <input type="checkbox"/> Medical Terminology <input type="checkbox"/> Receptionist	<input type="checkbox"/> Secretarial <input type="checkbox"/> Teller <input type="checkbox"/> Transcribing <input type="checkbox"/> Typing <input type="checkbox"/> Switchboard

<input type="checkbox"/> Filing <input type="checkbox"/> Mailroom <input type="checkbox"/> Microfilm <input type="checkbox"/> Proofreading	<input type="checkbox"/> CPR <input type="checkbox"/> EMT/Paramedic
<input type="checkbox"/> Marketing <input type="checkbox"/> Newsletters <input type="checkbox"/> Public Relations <input type="checkbox"/> Surveys	<input type="checkbox"/> Customer Service <input type="checkbox"/> Retail <input type="checkbox"/> Sales <input type="checkbox"/> Technical Sales <input type="checkbox"/> Telemarketing
<input type="checkbox"/> BioMed <input type="checkbox"/> Construction <input type="checkbox"/> Electronics <input type="checkbox"/> Groundskeeping <input type="checkbox"/> Maintenance <input type="checkbox"/> Refrigeration <input type="checkbox"/> Packaging <input type="checkbox"/> Printing	<input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> Certified Nurse Aide <input type="checkbox"/> Nurse Aide/Registry <input type="checkbox"/> ER <input type="checkbox"/> Long Term Care <input type="checkbox"/> ICU <input type="checkbox"/> Lab MT <input type="checkbox"/> Lab MLT <input type="checkbox"/> Lab Phlebotomist
<input type="checkbox"/> Computer <input type="checkbox"/> Access <input type="checkbox"/> Accounting Package <input type="checkbox"/> Database <input type="checkbox"/> Data Entry <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> E-Mail <input type="checkbox"/> Excel <input type="checkbox"/> Graphics <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> MacIntosh <input type="checkbox"/> Microsoft <input type="checkbox"/> Quatro-Pro <input type="checkbox"/> SuperCalc <input type="checkbox"/> Windows _____ Version <input type="checkbox"/> Word Perfect <input type="checkbox"/> Word Perfect Presentation	<input type="checkbox"/> Business <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Human Resources <input type="checkbox"/> Project Management <input type="checkbox"/> Purchasing <input type="checkbox"/> Quality Control <input type="checkbox"/> Radio/TV <input type="checkbox"/> Safety <input type="checkbox"/> Teaching/Education <input type="checkbox"/> Training
<p>Other skills not listed above _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	