

OFFICE SKILLS

Name _____

- 1. What is your typing speed per minute: _____
- 2. Please detail your experience in the following areas:
 - a. Data entry: _____

 - b. Public contact, which includes receptionist and/or telephone work: _____

 - c. Cashiering (or other experience handling \$\$): _____

 - d. Correspondence – i.e. – letter writing, memos, etc. _____

 - e. Bookkeeping: _____

 - f. Supervising or training others: _____

- 3. Office machines you know how to operate:
 10-key calculator? _____ By touch? _____
 Copy machines? _____
 Credit card machine? _____
 Any others? _____

- 4. Experience in the following computer programs (circle the level for each)

Microsoft Word	none	beginning	intermediate	advanced
Microsoft Excel	none	beginning	intermediate	advance

Please list any other computer programs you have worked with, and your level of experience with them: _____

- 5. Please list any other office skills or experience, which would make you a valuable addition to the office. Please use additional paper if necessary: _____

