

# Employment Skills

If you think you don't have any experience, **THINK AGAIN!** You may not have specific job experience, but you do have work experience.

You have "worked" as a homemaker, a student, a volunteer, in a hobby or some other personal activity. The skills you use for these "jobs" can be applied to other jobs.

## Resumes and Applications publications:

- Avoid Application Form Errors
- Employment Skills
- Transferable Skills
- Thoughts on Resumes
- Personal Data Record

## Publications available in these topic areas:

- Job Search
- Interviewing
- Job Readiness

### Household skills

- Sewing
- Child care
- Making clothes
- Money management
- Budgeting
- Directing procedures
- Teaching
- Decorating
- Laundry skills
- Food preparation
- Counseling others
- Relating to other people
- Keeping records
- Public relations
- Formulating new ideas
- Ironing
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### Carpentry skills

- Sanding
- House painting
- Cabinet building
- Ornamental woodwork
- Building additions
- House framing
- Paneling
- Furniture making
- Insulation installation
- Furniture refinishing
- Money handling
- Relating to people
- Directing customers
- Sales
- Budgeting
- Supervisory experience (in a job, in a club or organization you belong to, etc.)





### **Kitchen skills**

- Food preparation
- Cooking food
- Dishwashing
- Washing pans
- Operating a dishwasher
- Meal planning
- Inventory
- Ordering supplies
- Supervisory experience (in a job, in a club or organization you belong to, etc.)
- Stocking shelves
- Hiring
- Budgeting
- Scheduling
- Directing procedures

### **Counseling skills**

- Group counseling (list what types of problems)
- Individual counseling (list what types of problems)
- Teaching (adults and/or children, volunteer or paid)
- Inter-agency work
- Interviewing
- Writing programs
- Supervising clients
- Directing procedures
- Scheduling
- Formulating new ideas
- Keeping records
- Public relations
- Researcher
- Public speaking
- Money handling
- Writing reports
- Crisis work
- Other supervisory experience (in a job, in a club or organization you belong to, etc.)

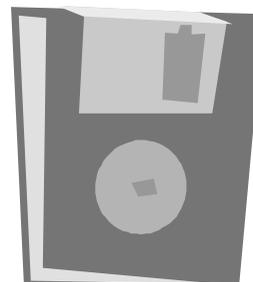


### **Gardening skills**

- Lawn care
- Flower gardening
- Landscaping
- Tree trimming
- Farming skills (please list all your skills)
- Transporting trees
- Vegetable gardening
- Pruning trees
- Grafting
- Greenhouse work
- Sales
- Surveying
- Farm laborer (list skills and machinery you can use)
- Public relations
- Money handling
- Directing customers
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Garage skills**

- Pumping gas
- Car tune-up
- Customer relations
- Changing tires
- Auto body repair
- Minor auto repairs
- Other kinds of auto repairs
- Repairing and maintaining diesel engine vehicles
- Money handling
- Selling
- Truck driving
- Inventory
- Stocking shelves
- Directing customers
- Public relations
- Sales
- Keeping records
- Car driving
- Supervisory experience (in a job, in a club or organization you belong to, etc.)



### **Maintenance / janitorial skills**

- Dusting
- Sweeping floors
- Washing floors
- Waxing
- Washing windows
- Cleaning rugs or carpets
- Cleaning bathrooms
- Buffing
- Polishing furniture
- Plumbing repairs
- Electrical repairs
- Window repairs
- Carpentry work
- Public relations
- Money handling
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Factory skills**

- Soldering
- Assembly line work
- Operating machinery (examples: grinder, lathe, drill press, milling machine, etc. List all you know how to use)
- Electrical wiring
- Stockroom work
- Unloading or loading
- Inventory
- Quality control
- Packing
- Filling orders
- Welding
- Box making
- Supervising others (in a job, in a club or organization you belong to, etc.)
- Parts clerk
- Keeping records
- Stocking shelves
- Directing procedures

### **Teaching skills**

- Writing lesson plans
- Formulating new ideas
- Writing and grading tests
- Keeping records
- Public relations
- Writing reports
- Supervising adults and/or children within a school-type setting (what did you supervise them to do?)
- Scheduling
- Directing procedures
- Individual counseling (list what types of problems)
- Group counseling (list what types of problems)
- Decorating classrooms
- Teaching various subjects or special events
- Organizing projects relating to parents and people in the community
- Working with different adult and/or child populations (list what kind of special populations)
- Other supervisory experience (in a job, in a club or organization you belong to, etc.)
- Making assignments
- Setting up classroom interest centers
- Art skills related to your teaching
- Music skills related to your teaching

### **Bookkeeping skills**

- Accounting
- Using calculators
- Using adding machines
- Accounts payable
- Accounts receivable
- Payroll
- Income tax
- Typing
- Billing
- Money handling
- Keeping records
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Truck driver**

- Driving small trucks
- Driving diesel trucks
- Hooking and unhooking trailer from tractor
- Backing large trucks into small openings
- City driving
- Over-the-road driving (long distance)
- Mechanical repairs
- Diesel repairs
- Loading and unloading
- Changing truck tires
- Keeping records
- Money handling
- Keeping on schedule
- Customer relations
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Maintenance / repair skills**

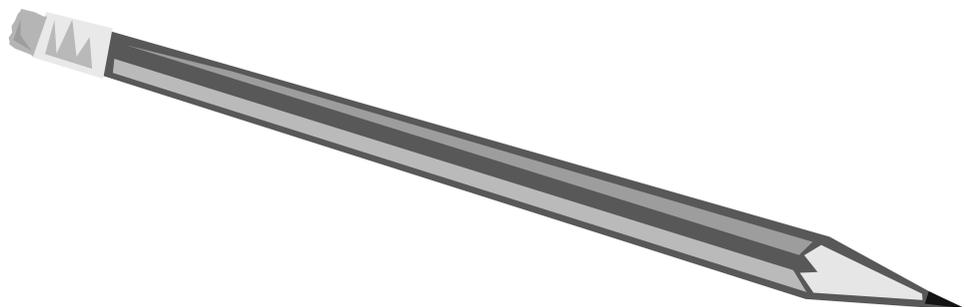
- General repair skills (list all your areas of experience)
- Servicing office machines (example: typewriter, copiers, etc.)
- Servicing equipment (examples: telephone, lawn mowers, appliances)
- Mechanically inclined
- Relating to customers
- Inventory
- Money handling
- Sales
- Public relations
- Keeping records
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Secretarial skills**

- Receptionist
- Typing
- Filing
- Answering telephone
- Stenography
- Typing from dictating machines
- Making appointments
- Running office machines (examples: fax machine, computers, photocopy, printing, etc.)
- Proofreading
- Clerk duties
- Sorting, delivering mail
- Greeting clients
- Order processing
- Calling clients
- Directing clients
- Public speaking
- Keeping records
- Public relations
- Researcher
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### **Beautician**

- Hair cutting
- Styling
- Shampooing hair
- Giving permanents and body waves
- Cosmetics consulting
- Facials
- Manicures/pedicures
- Scalp treatment
- Hair coloring
- Hair lightening
- Appointment scheduling
- Money handling
- Public relations
- Attending classes and lectures
- Studying current beauty supplies and styles
- Ordering supplies
- Record keeping
- Sales



### Construction skills

- Concrete work
- Electrical wiring
- Maintenance repairs
- Plumbing
- Heavy equipment operation
- Truck driving
- Brick laying
- Trenching
- Roofing
- Sheet-metal work
- Heating installation
- Refrigeration work
- Carpentry work
- Heavy labor
- Tools and machines you can use
- Money handling
- Public relations
- Directing customers
- Inventory
- Scheduling
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### Restaurant skills

- Cashier
- Waitress
- Waiter
- Bartender
- Busboy
- Directing customers
- Handling money
- Public relations
- Hostess / maitre de
- Dishwashing
- Budgeting
- Short order cook
- Main cook
- Cook's assistant
- Ordering supplies
- Inventory
- Hiring
- Supervisory experience (in a job, in a club or organization you belong to, etc.)
- Public speaking
- Interviewing
- Correctly filling orders
- Employee relations
- Customer relations

### Sales skills

- Public relations
- Money handling
- Keeping records
- Greeting customers
- Customer service
- Order processing
- Bookkeeping
- Directing customers
- Inventory
- Displaying samples
- Demonstrating products
- Writing reports
- Experience in the art of persuading
- Servicing goods
- Delivery goods
- Supervisory experience (in a job, in a club or organization you belong to, etc.)

### Sales clerk skills

- Greeting customers
- Keeping records
- Customer service
- Customer relations
- Employee relations
- Clerk
- Order processing
- Inventory
- Directing customers
- Sales
- Bookkeeping
- Money handling
- Ordering supplies
- Correctly filling orders
- Using office machines (list all you can use)
- Billing
- Typing
- Directing procedures
- Supervisory experience (in a job, in a club or organization you belong to, etc.)
- Decorating a store
- Inventory
- Stocking shelves



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