

# Recognizing Skills and Abilities

Describe the skills you have gained through school courses, activities, workshops and paid or volunteer positions which would show a potential employer the valuable experience you possess.

## □ Soft Skills:

### ▪ **Adaptive:** *which help you adapt to many situations*

- Enthusiastic
- Physical strength and stamina
- Compatible with other
- Honest
- Quick Learner
- Patient
- Hard Working

### ▪ **Transferable:** *which are general skills that can be used in many jobs*

- Flexible
- Leadership
- Able to multitask
- Good time management
- Dependable
- Good Written skills
- Organized
- Follow instructions

## □ Technical Skills:

- **PC:** Vista, Windows 98, Word, WordPerfect
- **Internet:** Research, e-mail, Netscape, and Explorer
- **Scanning:** Photographs and graphics for print publications
- **Desktop Publishing:** PageMaker (proficient), Quark (self study)