



## My Skills Checklist

Ability to see alternatives

Hard worker

Accurate, quality work

Honest

Calm under pressure

Kind

Can use office software

Lead groups, teams

Cooperative

Learn quickly

Creative

Like responsibility

Dependable

Neat appearance

Energetic, enthusiastic

Neat work habits

Experience with customers

Polite

Experience with tools & equipment

Positive attitude

Fast worker

Problem solving ability

Flexible

Productive

Fluent in more than one language

Punctual

Follow directions well

Trustworthy

Friendly

Willing to learn

Good communication skills

Work without constant supervision

Good sense of humor

Work well with others