

JOB WON! Worksheet

An excerpt from Phil Blair's Book

Skills Assessment

Transferable Skills

■ communication

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Applied at the Workplace

edited company newsletter
gave new employee orientations

Job-Related Skills

■ Excel spreadsheets

■ PowerPoint

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Applied at the Workplace

compiled monthly sales reports
organized quarterly sales meetings

Personal Skills

■ enthusiasm

■ dependability

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Applied at the Workplace

organized company's United Way campaign
rarely took sick days