

JOB MATCHING SKILLS

PLEASE CHECK THE SKILLS AND PREFERENCES LISTED BELOW THAT APPLY TO YOU SO WE WILL BE BETTER ABLE TO MATCH YOUR QUALIFICATIONS WITH JOB OPENINGS.

Name: _____

SS#: _____

Certifications/Occupational

Licenses

- ☐ Airbrakes
- ☐ Asbestos Removal
- ☐ Audiology
- ☐ Auto Mechanics (certified) – ASE
- ☐ Bus Driver's License
- ☐ CPA
- ☐ Dental Hygienist
- ☐ Dialysis Nurse
- ☐ Doubles/Triples Endorsement
- ☐ Driver's CDLA
- ☐ Driver's CDLB
- ☐ Driver's CDLC
- ☐ Driver's Class D
- ☐ Electrician
- ☐ EMT
- ☐ FCC License
- ☐ Forklift Operator
- ☐ Hazardous Materials
- ☐ Home Health Aide (certified)
- ☐ Medical Assistant
- ☐ Midwife
- ☐ MSE
- ☐ NDT License
- ☐ Nurse Aide (certified)
- ☐ NYS Counselor (Specialty–School, Drug, etc.)
- ☐ NYS Inspection
- ☐ NYS Teacher (Specialty–English, History, etc.)
- ☐ Occupational Therapy
- ☐ Occupational Therapy Assistant
- ☐ Optician
- ☐ OSHA 40
- ☐ Passenger Endorsement
- ☐ Personal Care Aide
- ☐ Physical Therapy Assistant
- ☐ Physician Assistant
- ☐ Pilot's License
- ☐ Plumber
- ☐ Radiology
- ☐ Social Worker
- ☐ Speech Pathology
- ☐ Tanker
- ☐ Taxi Driver License
- ☐ Teacher Assistant
- ☐ Welder (See Construction)

Clerical

- ☐ Accounting
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Balance Sheets
- ☐ Billing
- ☐ Bookkeeping
- ☐ Collections
- ☐ Customer Service
- ☐ Data Entry
- ☐ Dictaphone
- ☐ Filing
- ☐ Insurance
- ☐ Legal Terminology
- ☐ Machine Shorthand
- ☐ Medical Terminology

- ☐ Multi-Line Phone
- ☐ Payroll
- ☐ Public Contact
- ☐ Purchasing
- ☐ Real Estate
- ☐ Reception
- ☐ Reconciliations
- ☐ Scheduling
- ☐ Shorthand _____ WPM
- ☐ Switchboard
- ☐ Type _____ WPM
- ☐ Word processing
- ☐ Other _____

Computer Skills

- ☐ Adobe Photoshop
- ☐ Basic
- ☐ C++ Programming
- ☐ CAD
- ☐ COBOL
- ☐ COREL Draw
- ☐ Data Base Administration
- ☐ Dbase
- ☐ Desktop Publishing
- ☐ Develop/Write Programs
- ☐ DOS
- ☐ Fortran
- ☐ Fox Pro
- ☐ Graphic Arts
- ☐ Hardware Repair
- ☐ Help Desk
- ☐ Imaging
- ☐ Installation
- ☐ Internet
- ☐ JAVA
- ☐ LAN/WAN
- ☐ LINUX
- ☐ Logical Data Base
- ☐ Lotus 123
- ☐ Lotus Approach
- ☐ Lotus Notes
- ☐ Mainframe
- ☐ Mapics Upgrade
- ☐ Microsoft Access
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Microsoft Word
- ☐ Network
- ☐ Novell
- ☐ Optical Equipment
- ☐ PageMaker
- ☐ Pascal
- ☐ Peachtree
- ☐ Photoshop
- ☐ Physical Data Base
- ☐ Pixar Image
- ☐ Platforms
- ☐ PowerPoint
- ☐ Programmer
- ☐ Quarkxpress
- ☐ Quattropro
- ☐ Quicken
- ☐ Software Designer
- ☐ System Design
- ☐ Technical Assistance

- ☐ Tel Net
- ☐ Troubleshoot
- ☐ UNIX
- ☐ Visual Basic
- ☐ Web Page Design
- ☐ Windows Operating Systems
- ☐ Word Perfect
- ☐ Other _____

Construction (See Also Manufacturing)

- ☐ Bridges
- ☐ Buildings
- ☐ Cabinetry
- ☐ Commercial
- ☐ Finish Carpentry
- ☐ Heavy Equipment Operation
- ☐ Material Handling
- ☐ Own Tools
- ☐ Read Blueprints
- ☐ Roads
- ☐ Rough Carpentry
- ☐ Welder Mig Tig Structural

Food/Beverage Services

- ☐ Bake
- ☐ Bar Tender
- ☐ Bus Person
- ☐ Counter Worker
- ☐ Deli Cutter/Slicer
- ☐ Meat Cutter
- ☐ Operate Dishwasher
- ☐ Poultry Cutter
- ☐ Food Prep
- ☐ Fountain Worker
- ☐ Full Menu
- ☐ Host/Hostess
- ☐ Kitchen Maintenance
- ☐ Manager
- ☐ Purchasing
- ☐ Seafood Cutter
- ☐ Serve Drinks
- ☐ Server, Banquet
- ☐ Server, Formal
- ☐ Server, Informal
- ☐ Shake Drinks
- ☐ Short Order
- ☐ Supervisor
- ☐ Table Setup
- ☐ Vegetable, Fry, Sauce (Cook)

Health Care

- ☐ Acute Care
- ☐ Cardiology
- ☐ CCU
- ☐ Clinical
- ☐ CPR
- ☐ Draw Blood
- ☐ Drug Interactions
- ☐ EEG
- ☐ EKG
- ☐ Emergency Room
- ☐ First Aid
- ☐ Gastroenterology

- ☐ Geriatric
- ☐ HIV/AIDS
- ☐ ICU
- ☐ Infectious Disease
- ☐ In-Home Care
- ☐ Institutional Care
- ☐ Medical Records
- ☐ OB GYN
- ☐ Oncology
- ☐ Operating Room
- ☐ Orthopedics
- ☐ Patient Assessment
- ☐ Pediatric
- ☐ Pharmacology
- ☐ Phlebotomy
- ☐ Surgical
- ☐ Other _____

Maintenance/Technical Repair

- ☐ 110/220
- ☐ 3 Phase
- ☐ 440
- ☐ AC Inverters
- ☐ Analog Electronics
- ☐ Assemble Gear Systems
- ☐ Boilers
- ☐ Carpentry
- ☐ DC Drives
- ☐ Digital
- ☐ Electrical Codes
- ☐ Electrical Test Equipment
- ☐ High Voltage Apparatus
- ☐ HVAC
- ☐ Hydraulics
- ☐ Industrial Controls
- ☐ Install Electromechanical Controls
- ☐ Masonry
- ☐ Painting
- ☐ PLC Programming
- ☐ Plumbing
- ☐ Repair Cost Estimates
- ☐ Steam Fitting
- ☐ Troubleshooting
- ☐ Welding Mig
- ☐ Welding Tig
- ☐ Welding, Structural Combination
- ☐ Other _____

Manufacturing

- ☐ AOD Assembly
- ☐ Brazing
- ☐ CAD
- ☐ CMM Inspection
- ☐ CNC Programming
- ☐ Combination Welding
- ☐ Design Tools
- ☐ Fabricate Tools
- ☐ Fiber Optics
- ☐ Gas Welding
- ☐ Gauging
- ☐ Inspection
- ☐ ISO 9000 ISO 9001 ISO9002
- ☐ Machine Shop
- ☐ Mastercam
- ☐ Material Handling
- ☐ MIG Welding
- ☐ Nondestructive Testing
- ☐ Offset Machining

- ☐ Plastics
- ☐ Production Control
- ☐ Production Planning
- ☐ Production Scheduling
- ☐ Quality Assurance Techniques
- ☐ Read Blueprints
- ☐ Regrind Tools
- ☐ Reset Tools
- ☐ Rigging
- ☐ Set Up ☐ Operate Casting
- ☐ Set Up ☐ Operate CNC Machines
- ☐ Set Up ☐ Operate Cutting Machines
- ☐ Set Up ☐ Operate Drill Press
- ☐ Set Up ☐ Operate Electroplating
- ☐ Set Up ☐ Operate Extrusion
- ☐ Set Up ☐ Operate Fabric/Flat Mach.
- ☐ Set Up ☐ Operate Grinders
- ☐ Set Up ☐ Operate Lathes
- ☐ Set Up ☐ Operate Leather Machine
- ☐ Set Up ☐ Operate Machine Center
- ☐ Set Up ☐ Operate Milling Machines
- ☐ Set Up ☐ Operate Molding Machines
- ☐ Set Up ☐ Operate Press Brake
- ☐ Set Up ☐ Operate Printing Press
- ☐ Set Up ☐ Operate Punch Press
- ☐ Set Up ☐ Operate Screwing Machine
- ☐ Set Up ☐ Operate Serge Lock
- ☐ Set Up ☐ Operate Stamping Mill
- ☐ Sheet Metal
- ☐ Soldering
- ☐ Through-Hole Circuit Boards
- ☐ Welding (See Construction)
- ☐ Time Studies
- ☐ Upholstery
- ☐ X-Ray/Magnetic Inspection
- ☐ Other _____

Mechanical/Automotive/Repairs

- ☐ Aircraft
- ☐ All around Mechanic Car or Truck
- ☐ Appliances
- ☐ Auto Body
- ☐ Brakes
- ☐ Bus
- ☐ Detailing
- ☐ Diesel
- ☐ Foreign
- ☐ Frame Straightening
- ☐ Heavy Equipment
- ☐ Motorcycle
- ☐ Own Tools
- ☐ Reconditioning
- ☐ Renovating
- ☐ Small Engine
- ☐ Suspension
- ☐ Tire Replacement
- ☐ Transmission Repair
- ☐ Truck
- ☐ Tune ups
- ☐ Windshield Replacement
- ☐ Welding
- ☐ Other _____

Professional/Technical

- ☐ Auditing
- ☐ Avionics
- ☐ Codes
- ☐ Contract Administration

- ☐ Evaluations
- ☐ Fiber Optics
- ☐ Human Resources
- ☐ Import Export
- ☐ International Relations
- ☐ Labor Relations
- ☐ Legal
- ☐ Marketing
- ☐ Mediation
- ☐ Public Speaking
- ☐ Quality Control
- ☐ Research
- ☐ Residence Counselor
- ☐ Sales ☐ Inside ☐ Outside
- ☐ State Federal Relations
- ☐ Training
- ☐ Other _____

Retail Skills/Sales/Service

- ☐ Building Materials
- ☐ Buying
- ☐ Cashier/Scanner
- ☐ Clothing
- ☐ Cosmetics
- ☐ Counter Sales
- ☐ Customer Service
- ☐ Customer Service/Complaint Clerk Desk
- ☐ Demonstrate Products
- ☐ Electrical Supplies
- ☐ Flooring
- ☐ Hand and Power Tools
- ☐ Hardware
- ☐ Home Decorations
- ☐ Inventory
- ☐ Jewelry
- ☐ Lawn and Garden
- ☐ Loss Control
- ☐ Lumber Yard
- ☐ Ordering
- ☐ Paint
- ☐ Pharmacy
- ☐ Phone Sales
- ☐ Plumbing Supplies
- ☐ Purchasing
- ☐ Returns
- ☐ Sales
- ☐ Shoes
- ☐ Stocking
- ☐ Supervision
- ☐ Toys
- ☐ Other _____