

Interpersonal Skills: works well with others, sensitive, supportive, motivates others, shares credit, counsels, cooperates, delegates effectively, represents others, understands feelings, self-confident, accepts responsibility

Research and Planning: forecasts/predicts, creates ideas, identifies problems, meets goals, identifies resources, gathers information, solves problems, defines needs, analyzes issues, develops strategies, assesses situations

Organizational Skills: handles details, coordinates tasks, punctual, manages projects effectively, meets deadlines, sets goals, keeps control over budget, plans and arranges activities, multi-tasks

Management Skills: leads groups, teaches/trains/instructs, counsels/coaches, manages conflict, delegates responsibility, makes decisions, directs others, implements decisions, enforces policies, takes charge.

Trained Skills: Weld, cook, teach, coach, clean, sanitize, account audit, proofread, update, organize, use power tools (specify), carpentry, forklift certified, operate and repair machinery, small engine repair, etc.

EDUCATION

Name of current/most recent school City, ST	Field of Study Degree Type (Associate's/Certificate/Bachelor's)	Graduation Month/Year
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List any courses that are "relevant" to the position you are seeking

Name of Past School City, ST	Field of Study Degree Type (Associate's/Certificate/Bachelor's)	Graduation Month/Year
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List any courses that are "relevant" to the position you are seeking

Name of High School City, ST	Diploma or GED	Graduation Month/Year
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