

# List of Skills for Resumes and Cover Letters

-A-

Ability to \_\_\_\_\_  
Adapting new procedures  
Administration support  
Administering programs  
Advising people  
Analytical  
Applying information to practices  
Applying knowledge to practices  
Attention to details  
Auditing  
Attentive

-B-

Budgeting  
Bilingual: (list languages)  
Background in \_\_\_\_\_

-C-

Clerical experience  
Communicating  
Corporate office experience  
Creating a positive work environment  
Creative  
Customer service experience  
Computer literate (list programs)

-D-

Decision making  
Delegating tasks  
Data compilation

-E-

Editing experience  
Excellent \_\_\_ skills  
Efficient worker  
Experienced in\_\_\_\_  
\_\_\_\_\_ experience

-F-

Fundraising  
Familiar with \_\_\_\_\_  
Financial management

-H-

Hard-working

-I-

Imaginative  
Inventive

-K-

Knowledgeable of \_\_\_\_\_

-L-

Leadership qualities

-M-

Managerial experience

-N-

Negotiating

-P-

Persuasive  
Problem solving  
Proficient in \_\_\_\_\_  
Public speaking  
Personable

-R-

Research / researching tactics  
Reaching beneficial conclusions from \_\_\_\_  
Responsible

-S-

Self motivated

-T-

Team player  
Technical experience  
Troubleshooting

-V-

Visualizing

-W-

Well versed in \_\_\_\_



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