





## Skills CV Performa – page 2

### 3. LIST ALL VOLUNTARY WORK EXPERIENCE

Be specific about the tasks you did, i.e. coached kids football team, planned family parties, cared for sick parent with Alzheimer's, cooked at a homeless shelter.

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### 4. LIST ALL EDUCATION AND SPECIAL LICENSING

Select education and licenses that relates to the job you are pursuing.

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### 5. LIST AWARDS OR CERTIFICATES ACHIEVED

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### 6. LIST COMMUNITY ASSOCIATIONS/CLUBS/HOBBIES

List only things that relate to the job you are pursuing and are not controversial.

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### 7. LIST REFEREES

They must be credible and easy to contact.

NAME

PHONE

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# Skills CV Performa – page 3

1. POSITION SEEKING: Field \_\_\_\_\_ Title \_\_\_\_\_

2. LIST EMPLOYER NEEDS FOR THAT POSITION IN THE FOLLOWING AREAS:

## ABILITY

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## PRESENTATION

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

## ATTITUDE

10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## DEPENDABILITY

13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## MOTIVATION

16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

## NETWORK

19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_

## FOR EXAMPLE

### ABILITY

- Vocational skills
- Education
- Licenses
- Years of Experience

### PRESENTATION

- Match company image
- Writing skills
- Verbal skills

### ATTITUDE

- Team player
- Flexible
- Positive, upbeat

### DEPENDABILITY

- Follows orders
- Completes tasks
- On time/Attendance

### MOTIVATION

- Has goals
- Self-starter
- Quality Control

### NETWORK

- Credible referees
- Community involvement
- Mentors



# Skills CV Performa – page 4

## MEET THE EMPLOYERS NEEDS

For each need you've listed, write:

Why you think you can meet it. When have you done it before? Why do you think you are good at it?

There are 4 ways to prove it:

- 1) Use numbers, 2) Demonstrate a skill, 3) Tell a story 4) Use a credible reference.

A sample under ABILITY has been done for you. If you do not meet the needs, consider choosing another job.

### I Meet It Because:

### I Can Prove It By:

#### ABILITY (list 6)

*Excellent typing skills*

*Passed test at 75 wpm with no mistakes*

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#### PRESENTATION (list 3)

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#### ATTITUDE (list 3)

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#### DEPENDABILITY(list 3)

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#### MOTIVATION (list 3)

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#### NETWORK (list 3)

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