

Four-year Plan Worksheet

Call (800) 448-2345 for more information.

Name _____ Phone _____

Objective or Position of Interest: _____

Qualifications Summary: _____

Relevant Skills and Experience:

Office Skills (Typing, Billing, etc.)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Computer Skills (list programs used, i.e. MS Word 2000, NT)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Customer Service Skills (i.e. conflict resolution, written/oral communication, sales, etc.)

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____

Management/Supervisory Skills

Skill _____

Description _____

Skill _____

Description _____

Skill _____

Description _____