

CLERICAL EXPERIENCE & QUALIFICATIONS

List courses and training in office work:

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience
Typing (wpm)		
Shorthand (wpm)		
Billing		
Filing		
POS		
Word Processing		
Accounting		
Claims		
Cashier		
Adding Machine		
Multiple Line Phone System		
Microsoft Windows		
Word		
Excel		
Access		
Outlook		