

# Resume Helper

## Levels of Competency

Use this list to describe your skill level in various areas. You can use these to describe any type of skill or leadership quality. Use these in sections such as "Qualifications," or "Skills."

<u>COMPETENT</u>	<u>MORE COMPETENT</u>	<u>VERY COMPETENT</u>
Instructed in...	Solid understanding of...	Demonstrated success in...
Trained in...	Intense instruction in...	Professional background in...
Knowledge in...	In-depth knowledge of...	Outstanding skills in...
Basic Knowledge of...	Three years experience in...	Talent for...
Familiarity with...	Adept in...	Highly skilled in...
Understanding of...	Proficient in...	Highly competent in...
Capable in...	Skilled in...	Strong ability to...
Possess ability to...	Strong interest in...	Effective ( ) skills
Competent in...	Thoroughly familiar with...	Excellent ( ) skills
Hands-on experience with....	Good ( ) skills	Effective in...
Experience in...	Proven skills in...	Successful experience in...
Interest in...	Successful in...	Proven record in...
Committed to...		Extensive background in...
Strength in...		Highly committed to...
		Outstanding record of...

- Extensive background in coordinating events for 200+ people
- Proven skills in discerning customer needs and relating well with a diverse public
- Successful experience working independently and in a team-based environment
- Outstanding skills utilizing the following software: MS Word, Excel, Access, PowerPoint, Publisher and Internet Research
- In-depth knowledge of DNA analysis, blood testing and fingerprinting