

Name: _____

Date: _____

Administrative Office Skills

D E G N I K R O W T E N Y C I X P
G C D L G A E E S K K K P N R R O
X N F U A O T V F C U A T V O T P
Y I I N T L S N I O I E N F J R I
N W S K C I N T G E G H E A O E E
O S L R N E T F R R N S T B D D N
I E L O A I S T I E S A L E P U T
T S I W U K H T A I N E T R T T H
A S K M D O Y T O E M G O I Y I U
C E S A I A D N L S V T T K I T S
I N T E T Q A D O A O I Z H Y P I
N K F T Z L D L K C C M T W S A A
U A O U I F V G O Z O I M I K X S
M E S S Q I K L I C J T T S S D M
M W M S N P S D J E N N R I F O E
O P M G O O R X L V E N D O R O P
C B E W E I V R E T N I W C U C F

critical thinking
professionalism
enthusiasm
protocols
integrity
ethics

positive attitude
communication
weaknesses
strengths
aptitude
vendor

problem solving
networking
softskills
interview
teamwork
audit