Davis School District School-To-Careers Work-Based Learning

Supervisor Signature _____

STUDENT INTERNSHIP SKILLS LIST Company Name Job Title: Advertising

Date _____

Student Name:	E	Business:		_
Transferable Job Skills: A numa observed and practiced at all students				
 Work Habits and Attitu Technical Skills Thinking and Problem Communication Compe 	Solving Skills	 Interpersonal Effectiveness Quality of Work Accomplished Dependability & Punctuality Appearance and Grooming 		
Specific Job Skills: This list is dedesignate various procedures use				
PROCEDURE OR SKILL			DATE OBSERVED	DATE PARTICIPATED
Advertise and market trade s	how booth			
Answer phones				
Attend planning meeting				
Color copy				
Create and revise a spreadshe	eet			
Customer relations				
Different design techniques				
Direct a meeting				
Enter in data base				
Filing				
Make a press match				
Packaging				
Prepare market package				
Proofreading skills				
Scheduling				

PROCEDURE OR SKILL		DATE OBSERVED	DATE PARTICIPATED
Set up a photo shoot			
Work graphics software			
Write a letter			
Supervisor Signature	Date		