# Skills and Evidence Bank

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Use this manual worksheet to collect relevant experience before choosing a target role. Terms are examples, not a list to paste into every resume.

| Skill family | Possible evidence | Your actual example / record |
|---|---|---|
| Records management | Organized files, checked completeness, followed retention instructions | _____ |
| Customer service | Clarified a request, documented the issue, verified resolution | _____ |
| Analysis | Compared records, identified discrepancies, explained findings | _____ |
| Budget support | Tracked authorized expenses, reconciled records, raised exceptions | _____ |
| Coordination | Scheduled tasks, communicated changes, followed deadlines | _____ |
| Technical support | Diagnosed an issue, documented safe steps, escalated within authority | _____ |
| Training | Explained a procedure, checked understanding, improved instructions | _____ |
| Communication | Prepared accurate correspondence or a useful briefing | _____ |

For each selected skill, record: role/project, start/end dates, hours, personal action, outcome, evidence and privacy restrictions. Use precise software/tool names only when you have used them. Mark a lab or classroom exercise as a lab or classroom exercise. Do not turn training into professional employment.

## Achievement builder

I noticed / was assigned: _____

I personally did: _____

I used: _____

The verified result was: _____

The strongest supporting record is: _____

One concise statement for this vacancy: _____

If no numeric measurement exists, use a factual result: completed before a deadline, delivered an approved report, corrected a verified error or explained a procedure successfully. Never generate a percentage merely to sound impressive.