
Job Committee Position Volunteer Work Other
(Circle One)

Duty: *What you actually did, in detail.*

Skill: *The ability to use one's knowledge effectively and readily in execution or performance; a learned power of doing something competently.*

Ability: *Competence in doing; Natural aptitude or acquired proficiency.*

Results: *The outcome of you using the skill or abilities; what happened.*

List duties . Use a new box for each different duty.	What skills or abilities did you use or develop to accomplish the duty listed?	List the results you achieved by using the skill or ability listed in the middle column