

Work Samples Illustrating Specific or Specialized Skills

Adapted from Martin Kimeldorf,

Examples of Evidence from Working with Data/Information

Communication pieces: memos, reports, and P.R. documents such as brochures, promotional material, public service announcements

Writing abilities demonstrated in personal samples of writing: articles, proposals, scripts, training materials, editing sheet

Public Speaking: membership in Toastmasters International, video of you at a speech or presentation, reviews of actual performances

Data: graphs, charts, tables you produced

Display of performance materials: speech outline, brochure for your presentation, illustrations or posters from displays

Computer related information: databases you designed, desktop publishing documents, websites you designed

Formal and technical documents: grant or loan applications (including proposal cover sheet or award letter), technical manual

Evidence of research skills: publications, charts, power point slides, papers, awards

Examples of Evidence from Working with People

People and leadership skills: projects or committees you chair, projects you initiated, mentoring programs, proposals, documents or strategies related to negotiation

Evidence of your ability to plan, coordinate, or manage time, people, and materials: procedures sheets you created, policy statements you helped develop, schedules, itineraries, planning documents

Instruments you used or developed to gather information and input: surveys or focus groups

Problem solving skills: figures or pictures showing improvement in

Short narratives that illustrate your executive or management skills: an entrepreneurial spirit, mediation talents, employee empowerment etc.

Examples of Evidence from Working with Things

Paper/Electronic documents or replicas of forms, charts you developed or use: financial statement or budget, reports, emergency preparedness plan, marketing plan, customer satisfaction plan, inspection or evaluation sheet, spreadsheets etc.

Performance