

# Professional Skills



Address an envelope, figure out postage



Write thank you notes



Make a resume, write a cover letter, apply for a job



Negotiating skills



Public speaking



Basic computer skills, type 60 wpm

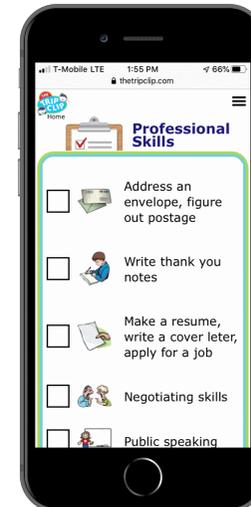
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