



# Your Keys to Job Success!

We can help you with the skills Michigan employers are looking for:

- Dependable
- Responsible
- Honest
- Respects others
- Good listener
- On time for work
- Good attendance
- Free from substance abuse
- Basic writing skills
- Basic math skills
- Basic computer skills
- Problem solving skills
- Shows pride in their work
- Willing to learn
- Works well with co-workers
- Cooperates as part of a team
- Flexible
- Completes tasks on time
- Enthusiasm for work
- Treats customers well
- Uses common sense
- Shows initiative
- Accurate in one's work
- Works with minimum supervision

Counselor's Name \_\_\_\_\_

Counselor's Phone Number \_\_\_\_\_

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