

E D U C A T I O N

GRADUATED

HIGH SCHOOL NAME _____ ADDRESS _____ YES NO
 COLLEGE _____ ADDRESS _____ YES NO
 TECHNICAL _____ ADDRESS _____ YES NO
 YEAR GRADUATED _____ DEGREE _____ MAJOR _____

DO YOU SPEAK ANY OTHER LANGUAGES? YES NO WHAT LANGUAGES: _____

Administrative Skills

Accounting Skills

Accounting Software

Computer Software

- Switchboard
- Receptionist
- Legal Secretary
- Medical Secretary
- Administrative Assistant
- Customer Service
- Filing
- Collating
- Mailroom
- Inventory
- Dictaphone
- Steno
- Fast Longhand
-

- Electric Typewriter
- Travel Arrangements
- Expense Reports
- Order Office Supplies
- Plan Meetings
- Conduct Meetings
- Prepare Presentations
- Supervisory Skills
- Proofreading
- Data Entry
-

- Full Charge Bookkeeper
- Assistant Bookkeeper
- Accounts Receivable
- Accounts Payable
- Payroll
- Bank Reconciliation
- General Ledger
- Trial Balance
- Credit
- Collections
- Billing
-

- Peachtree
- Quickbooks
- Quickbooks Pro
- Quicken
- Quatro Pro
- Quark Xpress
-

- Word Perfect
- Lotus
- Lotus Notes
- MS Publisher
- Access
- Outlook
- Outlook Calendar
- Windows
- Microsoft Word
-

- Microsoft Excel
- Powerpoint
- Filemaker Pro
- Internet
- AS400
- E-mail
- IBM PC
- Macintosh
- DOS
-

CHECK ONLY THE SKILLS IN WHICH YOU HAVE EXPERIENCE

Form **W-4**
 Department of the Treasury
 Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ For Privacy Act and Paperwork Reduction Act Notice, see reverse.

OMB No. 1545-0010

2009

OFFICE USE ONLY

1 Type or print your first name and middle initial _____		Last name _____		2 Your social security number _____	
Home address (number and street or rural route) _____			3 Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.		
City or town, state, and ZIP code _____					
4 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply)				4 _____	
5 Additional amount, if any, you want deducted from each pay				5 \$ _____	
6 I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:					
<ul style="list-style-type: none"> • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND • This year if my income exceeds \$550 and includes nonwage income, another person cannot claim me as a dependent. 					
If you meet all of the above conditions, enter the year effective and "EXEMPT" here ▶ 6 19 _____					
7 Are you a full-time student? (Note: Full-time students are not automatically exempt.) 7 <input type="checkbox"/> Yes <input type="checkbox"/> No					

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ _____		Date ▶ _____ . 20	
8 Employer's name and address (Employer: Complete 8 and 10 only if sending to IRS)		9 Office code (optional)	10 Employer identification number

