**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<Candidate Name>**

### Skills

Please use this table to list the skills noted in the **Required/Desired** section of the requirement. In addition, please respond with the years of experience for each skill **and** the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Bachelor’s degree in English, Communications, Technical Writing, or a related field | Required | 4 |  |  |
| Minimum of 3 years of experience in technical writing, content creation, or a similar role within a utility or operations environment | Required | 3 |  |  |
| Proficient in Microsoft Office Suite, Teams, and Canva | Required | 3 |  |  |
| Strong writing and editing skills with a keen eye for detail | Required | 3 |  |  |
| Ability to understand and translate technical information into clear, concise documentation | Required | 3 |  |  |
| High level of competence in technology, including AI, website updating, OneDrive, and other complex digital sharing tools | Required | 3 |  |  |
| Experience in the utility industry, particularly in water and gas operations. | Desired | 3 |  |  |
| Familiarity with modern software applications used in content creation and distribution | Desired | 3 |  |  |
| Experience writing process and procedures for customer service or a call center | Desired | 3 |  |  |
| Experience writing process and procedures for government or federal regulations. | Desired | 3 |  |  |
| Prefer candidate to have their own toolkit of authoring and content creation tools. | Desired | 3 |  |  |
|  |  |  |  |  |