

DETERMINE YOUR SKILLS

Hard Skills:

Technical skills you can quantify and demonstrate to an employer. Often learned in classrooms, via on-line tutorials, or through experience.

Examples include

- Typing/data entry (wpm)
- Computer Software (specific programs)
- Computer Hardware (specific equipment; installation, configuration, trouble-shooting)
- Computer Design/Drafting (mechanical drawing, blueprint reading)
- Use of equipment (laboratory, construction, culinary, auto repair, welding, cosmetology, electrical)
- Secretarial skills (bookkeeping, telephone answering, records management, business correspondence)
- Use of tools (hand tools, power tools, measurement tools)
- First Aid/CPR
- Grammar/writing skills

Soft Skills

Personal and professional skills that are difficult to demonstrate or quantify, but make an employee more valuable in the workplace.

Examples include

- Teamwork/Team player
- Good communication skills
- Detail-oriented
- Responsible and Dependable
- Work well independently
- Highly motivated
- Honest
- Safety conscious
- Service-oriented /Ability to meet and work with the public
- Organizational skills
- Ability to work (or stay calm) under pressure
- Confidentiality
- Strong work ethic/pride in a job well done
- Leadership skills
- Aptitudes (creative, artistic, mathematical, mechanical)

List skills on your resume that would be relevant to the position you are seeking.