

UNDERSTANDING YOUR SKILLS & STRENGTHS

Identify Your Key Skills & Strengths to Market Yourself Effectively

One of the most important factors in landing a job is knowing what skills you have to offer and how they can benefit an employer. It is also important to know your skills when identifying the kinds of jobs right for you.

You have a unique set of skills – you acquire them from every activity in which you participate. A skill is something you do well. It is something you learn or an ability that you possess. There are different types of skills:

- **"HARD SKILLS"** – These are job specific skills that are **learned through training or experience** that help you **do** the job. For a cook, these would be food preparation skills, for a nurse they might be taking blood or giving medications, a computer programmer would need the ability to use programming language.
- **"SOFT SKILLS"** – These skills are those that are attributes you might have like communication skills, organizational, or problem solving skills that show what kind of person you **are**. Some of these "soft" skills are referred to as transferrable skills because they can be used in a variety of jobs. Adaptive skills are soft skills that are more **about who you are** than what you can do – they include personality traits and attitudes.
- **"QUANTIFIABLE SELLING POINTS (QSP's)"** – Every job seeker tells the employer that they are dependable, hardworking and honest. The goal of the QSP is to prove to the employer that that you are the most qualified for the job you are applying for. *You do this is by **adding numbers** to your skill.* The following are examples of QSP's:

Hard / Soft Skills	Skill with QSP
I am dependable	Dependable / 15 minutes early daily
Impeccable safety record	95% safety record
Excellent typist	Typing 75 WPM
Supervision experience	10+ Years of supervision
Trained new employees	Trained 15+ employees

The skills section of your resume is different than the work experience section. Sometimes the skills state something you did at a particular job but it is not written in the same way.

Skill Section	Work Experience Section
Dependable/15 minutes early daily 95% safety record	Responsible for reporting to work as scheduled Responsible for knowing/adhering to all company safety policies
Typing 75 WPM	Responsible for transcription of all new customer notes from 15 different doctors
10+ Years of supervision	Supervised 10+ all case managers for Welfare to Work Program
Trained 20+ employees	Responsible for training all new 20+ employees in policies and procedures

Job Specific Skills: Hard Skills

To help you identify your hard skills, please highlight or select the job specific skills below that relate to you and the job you're applying for. There are multiple sections for different types of work.

Title: Administrative / Clerical / Office		
___ + Years of Clerical Experience	Copying / Faxing / Scanning	Ordering Supplies
___ + Years of Administration Experience	Data Entry / 10 Key by Touch	Payroll Experience
___ + Years of Receptionist Experience	Excellent Communication Skills	Project / People Management Skills
Accounts Receivable / Payable	Excellent Customer Service	Proofreading / Editing
Alpha / Numeric Filing	Excellent Human Relation Skills	Reception & Multi-Line Phones
Appointment Scheduling	Excellent Phone Voice	Recordkeeping Skills
Bilingual / Biliterate: English / Spanish	Filing Alpha & Numerically	Scheduling / Calendaring Experience
Billing / Coding Knowledge	Greeting / Directing Customers	Skilled at Meeting Deadlines
Bookkeeping Skills / Basic Accounting	Handling Customer Complaints	Sorting / Delivering Mail
Budget Maintenance Experience	Keeping Records / Filing / Sorting	Strong Clerical Background
Business Forms, Letters & Correspondence	Knowledge of Banking Procedures	Strong Written / Verbal Communication
Business Preparation Experience	Knowledge of Office Machines	Supervision / Management Skills
Computers: Basic Computer Skills	Knowledge of Office Operations	Taking Dictation / Transcribing
Computers: Moderate Computer Skills	Making Schedules	Telephone Etiquette
Computers: Proficient Computer Skills	Microsoft Office: Proficient / Moderate / Basic	Typing ___ WPM
Confidential Record Maintenance	Multi-Line Phone Skills and Etiquette	Possible Soft skills:
Conflict Resolution Experience	Ordering Supplies	Professional Manner
Contract Writing Experience	Payroll Experience	Demonstrate Integrity
		Capable of Handling Multiple Tasks
Title: Medical Assistant / Office (Also refer to Administrative or Personal Care Aid)		
___ + Years of Medical Office Experience	Medical Billing & Coding	Patient Registration
Appointment Scheduling	Medical Claim Processing	Phlebotomy / Injections
Bilingual / Biliterate: English / Spanish	Medical Front Office Experience	Strong HIPAA Comprehension
Charting / Rooming Patients	Medical Records / Processing Requests	Sterilization / Autoclave
ICD-9 / ICD-10 / CPT-4 Coding	Medical Terminology	Taking & Recording Vitals
Insurance Verifications / Billing	OSHA Work Place Standards	
Title: Caregiver / Personal Care Aide		
___ + Years of In Home Care Experience	Clean DMV and Driving Record	Meal Planning & Cooking
Administering Bedside Care	Comprehensive Patient Care	Money Management / Budgeting
Administering Medications	Conflict Resolution Experience	Nutritional Food Preparation
Appointment Scheduling	CPR / First Aid Knowledge	OSHA Work Place Standards
Assisting with Daily Living Activities	CPR / First Aid Certified (If valid = not expired)	Taking / Recording Vitals
Assisting with Exercise / Mobility	Documenting Daily Activities	Transporting Clients
Assisting with Personal Hygiene	Experience with Special Needs Clients	
Bilingual / Biliterate: English / Spanish	General Housekeeping	Possible Soft skills:
Checking and Recording Vitals	Maintaining a Clean Environment	Responsive to Emergencies

Title: Childcare / Preschool (Also refer to Counseling & Teacher)		
___ + Years of In Child Care Experience	Creative Disciplinary Skills	Moderate Computer Skills (specify level)
Administering Medications	Excellent Communication Skills	Money Management / Budgeting
Appointment Scheduling	Excellent Judgment / Decision Making Skills	Nutritional Food Preparation
Assisting with Daily Living Activities	First Aid / CPR (Refer to Caregiver above)	Nutritional Meal Planning
Assisting with Exercise / Mobility	Food Preparation / Cooking	Nutritional Meal Planning / Preparation
Assisting with Personal Hygiene	General Housekeeping	Prepared Educational Materials
Bilingual / Bi-literate: English / Spanish	Maintaining a Clean Environment	Transporting Clients
Conflict Resolution Experience	Meal Planning & Cooking	

Title: Counseling / Teaching Skills		
___ + Years of Pre-School Experience	Experience with Special Need Children (<i>adults</i>)	Preparing Materials / Literature
Budget Planning & Management	Family / Marital counseling	Program Development
Coaching / Training / Mentoring	First Aid Knowledge	Proofreading / Correcting Skills
Community Education	Grant Writing / Writing Reports	Public Relations / Leadership Skills
Confidential Recording Keeping	Group Counseling / Individual Counseling	Relating to Parents & Community Organizations
Conflict Resolution Experience	Inductive and Deductive Reasoning	Research Design
Correspondence	Inter-Agency Networking	Supervising Adults or Children
Crisis Intervention	Interviewing & Assessments	Supervising Clients
Emergency Response Procedures	Maintaining Creative Discipline	Supervision / Management
Excellent Communication Skills	Mandated Reporter	Teaching / Supervising Clients
Excellent Human Relations	Organizing Project / Materials	

Title: Food Service / Kitchen / Restaurant		
___ + Years of Food Service Experience	Collect Payments	Main Cook / Chef's Assistant / Sous Chef
___ + Years of Kitchen Experience	Conflict Resolution Experience	Maintain Safe & Hazard Free Environment
Ability to Remember Orders	Creative & Artistic Plate design	Money Handling / POS Transactions
Ability to Resolve Complaints	Excellent Communication	Money Handling Experience
Able to Handle Multiple Trays	Excellent Customer Service / Relations	POS Terminals
Able to Stand for Long Periods	Extensive Baking Experience	Preparing / Cooking / Serving
Bartending / Waitress (or other specify)	Extensive Cooking Experience	Proper Sanitation
Bilingual / Bi-literate: English / Spanish	Filling Orders / Order Processing	Safety & Sanitation Policy / Procedures
Budgeting / Ordering	Food Preparation Knowledge	SERV Safe Certified
Bus / Clean Tables / Dishwashing	Food Safety / Sanitation Knowledge	Short-Order Cook / Salad Maker
Can lift ___ + Pounds	Hostess / Maître d'	Stock stations / Inventory
Cash Management Experience	Inventory / Ordering	Supervision / Management
Cash Register Experience	Inventory / Quality Control	Train New Employees
Cashier / 100% Accuracy	Keenly Aware of Customer Needs	

Title: Customer Service (Also refer to Retail)		
Bilingual / Bi-literate: English / Spanish	Directing / Greeting Customers	Inventory / Stocking Shelves
___ + Years of Customer Service Experience	Excellent Communication Skills	Knowledge of Safety Procedures
Billing / Bookkeeping Experience	Excellent Customer Service / Relations	Positive Attitude
Cashier / 100% Accuracy	Excellent Phone Voice	Superb Employee Relations
Cash Handling / POS Transactions	Explained Services & Provided Advice	Telephone Etiquette
Confidential Record Keeping	Filling Orders / Order Processing	
Conflict Resolution Experience	Handling Customer Complaints	

Title: Retail		
__ + Years of Retail Experience	Employee Training / Scheduling	Product Demonstrations
Barcode Scanners	Excellent Cashiering Skills	Proficient Money Handling
Bilingual / Bi-literate: English / Spanish	Excellent Customer Service	Proficient Record Keeping
Billing / Bookkeeping Experience	Excellent Sales Persuasion / Negotiator	Public Relations / Public Speaking
Cashier / 100% Accuracy	Filling Orders / Order Processing	Resolve Customer Complaints
Cash Handling / POS Transactions	Handling Customer Complaints	Shipping / Receiving Experience
Conflict Resolution Experience	Inventory / Quality Control	Setting Up Displays / Facing Shelves
Customer Orientated	Key Holder	Stock / Facing Shelves
Directing / Greeting Customers	Loading / Unloading	Supervise __ + Employees
Displaying Samples	Loss Prevention Solutions	Train New Employees
Distributing Products	Opening / Closing Store	Typing ____ WPM
Dressing Room Attendant	POS Machines Experience	

Title: Construction / Handyman / Maintenance		
__ + Years of Construction Experience	Estimates and Invoicing	Manual Dexterity / Arm-Hand Steadiness
__ + Years of Electrical Experience	Experience with M.I.G / Arc Welders	Mechanically Inclined
__ + Years of Handyman Experience	Explained Services & Provided Advise	Ornament Woodwork
__ + Years of Maintenance Experience	Furniture Making	Paneling
Able to lift ____ + Pounds	Furniture Refinishing	Plumbing
Bilingual / Bi-literate: English / Spanish	General Repairs(<i>Specify: Appliance/Boiler/HVAC</i>)	Preventive Maintenance
Building Additions	General Window Repairs	Purchasing Supplies
Cabinet Building	Heavy Equipment Operation	Roofing
Carpentry Skills	House Framing	Sanding
Concrete Experience	Insulation Installing	Servicing Appliances (<i>specify appliances</i>)
Customer Relations / Sales	Inventory / Quality Control	Small Engine Repair
Electrical / Wiring Repairs	Knowledge of Safety Policy & Procedures	Strong Communication Skills
Electrical Experience	Knowledge of Various Tools	Trenching
Equipment Knowledge	Maintain Safe & Hazard Free Environment	Troubleshooting

Title: Housekeeping / Janitorial		
__ + Years of Housekeeping Experience	Inventory Knowledge	Professional Demeanor
__ + Years of Janitorial Experience	Janitorial & Maintenance Skills	Proper Chemical Handling Experience
Bilingual / Bi-literate: English / Spanish	Laundry Skills	Safety & Sanitation Policy / Procedures
Capable of Multi-Tasking	Maintain Inventory of Supplies	Stain Removal Knowledge
Equipment Operation	Maintain Safe & Hazard Free Environment	Sweeping / Mopping / Waxing Floors
Estimates and Invoicing	Mixing Proper Chemical Solutions	Waxing / Buffing Floors
First Aid Knowledge	Money Handling Experience	
Inventory / Ordering Supplies	Preventive Maintenance	

Title: Warehouse (Also refer to Janitor / Landscaping / Handyman / Retail)		
__ + Years of Warehouse Experience	Heavy Equipment Operation	Physically Fit / Strong
Able to lift ____ + Pounds	Inspections	Preventive Maintenance
Able to Stand for Long Periods	Inventory / Quality Control	Quality Control
Agile / Flexible	Janitorial and Maintenance Skills	Record Keeping
Assembly / Production Line Experience	Labeling Incoming Product	Safety and Sanitation Knowledge
Basic Computer Skills (<i>or other, specify</i>)	Loading / Unloading	Safety Conscience
Bilingual / Bi-literate: English / Spanish	Manual Dexterity / Arm-hand Steadiness	Safety Procedures & Policies
Count Outgoing Product	OSHA Knowledge	Shipping / Receiving
Ensuring Safety Compliance	OSHA Work Place Standards	Special Equipment Operation
Excellent Communication Skills	Packaging / Box Making	Stock / Inventory
Filling Orders / Order Selecting	Packing / Stacking / Breaking Down	Strong Hand-Eye Coordination
Forklift Certified	Palletizing / Pallet Jack	Supervision / Management

Title: Gardening / Landscaping		
__ + Years of Landscaping Experience	First Aid Knowledge	Professional Demeanor
Able to lift 50+ Pounds	Inventory / Ordering Supplies	Proper Chemical Handling Experience
Basic Electrical Wiring Knowledge	Inventory Knowledge	Pruning / Grafting
Basic Plumbing	Irrigation	Safety & Sanitation Policy / Procedures
Bilingual / Bi-literate: English / Spanish	Janitorial & Maintenance Skills	Sales / Customer Relations
Capable of Multi-Tasking	Landscaping / Tree Trimming	Supervision / Management
Cleaning / Maintaining Equipment	Lawn and Garden Care	Surveying Skills
Creative and Artistic Landscape Design	Lawn Care & Maintenance	Transporting Equipment / Trailers
Equipment Operation	Maintain Inventory of Supplies	Transporting Trees
Estimates and Invoicing	Maintain Safe & Hazard Free Environment	Tree Planting / Removal / Preservation
Excellent Customer Service	Mixing Proper Chemical Solutions	Tree Trimming
Farming / Greenhouse Operation	Money Handling Experience	Vegetable Gardening
Explained Services & Provided Advise	Plumbing / Sprinkler Installation	
Fire Fuel Reduction	Preventive Maintenance	

Title: Mechanic:		
Able to lift __ + Pounds	Fuel Injection Services	Mechanically Inclined
Bilingual / Bi-literate: English / Spanish	Gear Box Fluid Service	Money Handling Experience
Coolant Fluid Service	General Repairs	Motor Oil / Transmission Fluid Service
Electrical Wiring Knowledge (<i>or specify</i>)	Heavy Equipment Operation	Preventive Maintenance
Ensure Maximum Efficiency	Knowledge of Hydraulic Systems (<i>or other</i>)	Operate Manual / Electric / Pneumatic tools
Estimates and Invoicing	Maintain Safe & Hazard Free Environment	Safety Policy & Procedures
Excellent Communication	Manual Dexterity / Arm-Hand Steadiness	Shipping / Receiving Experience
Excellent Customer Service / Relations	Mechanical Tool Knowledge	Troubleshooting
Explained Services & Parts		

Title: Truck Driving / Driver (Also Refer to Mechanic)		
__ + Years of Truck Driving Experience	Class B License	Driving Small Trucks
Bilingual / Bi-literate: English / Spanish	Clean DMV and Driving Record	Loading and Unloading
Changing Tires	Diesel Repairs	Over-The-Road Driving
City Driving	Driving Diesel Trucks	Preventive Maintenance

Person Specific Skills: Soft Skills

(Remember: this is what you are)

To help you identify your soft skills, please put a check in the box next to the person specific skills that relate to you and the job you're applying for.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Able to coordinate | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Innovative | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Democratic | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Active | <input type="checkbox"/> Dependable | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Determined | <input type="checkbox"/> Inventive | <input type="checkbox"/> Responsive |
| <input type="checkbox"/> Affectionate | <input type="checkbox"/> Discreet | <input type="checkbox"/> Kind | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Dominant | <input type="checkbox"/> Light-hearted | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Likable | <input type="checkbox"/> Sense of humor |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Eager | <input type="checkbox"/> Logical | <input type="checkbox"/> Sensible |
| <input type="checkbox"/> Arrive on time | <input type="checkbox"/> Easygoing | <input type="checkbox"/> Loyal | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Artistic | <input type="checkbox"/> Efficient | <input type="checkbox"/> Mature | <input type="checkbox"/> Serious |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Energetic | <input type="checkbox"/> Meet Deadlines | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Aware | <input type="checkbox"/> Enterprising | <input type="checkbox"/> Methodical | <input type="checkbox"/> Solve Problems |
| <input type="checkbox"/> Bold | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Modest | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Businesslike | <input type="checkbox"/> Expressive | <input type="checkbox"/> Motivated | <input type="checkbox"/> Spunky |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Fair-Minded | <input type="checkbox"/> Natural | <input type="checkbox"/> Stable |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Flexible | <input type="checkbox"/> Objective | <input type="checkbox"/> Steady |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Follow instructions | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Strong |
| <input type="checkbox"/> Casual | <input type="checkbox"/> Forceful | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Strong-minded |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Formal | <input type="checkbox"/> Organized | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Charming | <input type="checkbox"/> Friendly | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Generous | <input type="checkbox"/> Patient | <input type="checkbox"/> Takes pride in work |
| <input type="checkbox"/> Clear-thinking | <input type="checkbox"/> Gentle | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Teachable |
| <input type="checkbox"/> Clever | <input type="checkbox"/> Genuine | <input type="checkbox"/> Persistent | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Get along with coworkers | <input type="checkbox"/> Physically strong | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Get along with supervisor | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Thoughtful |
| <input type="checkbox"/> Competitive | <input type="checkbox"/> Good attendance | <input type="checkbox"/> Polite | <input type="checkbox"/> Thrifty |
| <input type="checkbox"/> Complete Assignments | <input type="checkbox"/> Good-natured | <input type="checkbox"/> Practical | <input type="checkbox"/> Time-Management |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Hard-working | <input type="checkbox"/> Practice new skills | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Conscientious | <input type="checkbox"/> Healthy | <input type="checkbox"/> Precise | <input type="checkbox"/> Tough |
| <input type="checkbox"/> Conservative | <input type="checkbox"/> Helpful | <input type="checkbox"/> Productive | <input type="checkbox"/> Trusting |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Honest | <input type="checkbox"/> Progressive | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Cool-headed | <input type="checkbox"/> Humble | <input type="checkbox"/> Punctual | <input type="checkbox"/> Understanding |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Humorous | <input type="checkbox"/> Quick Learner | <input type="checkbox"/> Upbeat |

Personal Statement Worksheet

This is a list of personal statements also known as “Soft Skills.” Choose skills that you possess that will interest an employer in your line of work. You are welcome to add other characteristics that aren’t on the list as long as they describe you and are appropriate for the job you’re seeking.

Although this list of **personal statements** has been put together for you, you can use any combination of characteristics that best suits you! You **MUST** describe yourself as well as use appropriate characteristics for the job you’re seeking... just make sure they make sense together!

- | | |
|--|---|
| <input type="checkbox"/> Alert / Intuitive / Decisive | <input type="checkbox"/> Articulate / Well Spoken / Expressive |
| <input type="checkbox"/> Inquisitive (Curious) / Creative | <input type="checkbox"/> Take Instructions Well / Positive Attitude |
| <input type="checkbox"/> Bright / Clear-thinking / Cautious | <input type="checkbox"/> Punctual / Disciplined / Competent |
| <input type="checkbox"/> Ambitious / Energetic | <input type="checkbox"/> Warm / Congenial / Friendly |
| <input type="checkbox"/> Active / Vigorous | <input type="checkbox"/> Likeable / Outgoing / Genuine |
| <input type="checkbox"/> Motivated / Self-starting | <input type="checkbox"/> Positive Attitude / Optimistic |
| <input type="checkbox"/> Enjoys Challenges / Adaptable | <input type="checkbox"/> Enthusiastic / Motivated / Determined |
| <input type="checkbox"/> Good Leader / Problem Solving | <input type="checkbox"/> Dedicated / Dependable / Loyal |
| <input type="checkbox"/> Work Well Under Pressure | <input type="checkbox"/> Persuasive / Tactful / Open-minded |
| <input type="checkbox"/> Efficient / Effective / Assertive | <input type="checkbox"/> Compassionate / Pleasant |
| <input type="checkbox"/> Neat / Concise / Organized | <input type="checkbox"/> Good Listener /Active Listening |
| <input type="checkbox"/> Careful / Detail Oriented | <input type="checkbox"/> Thorough / Meticulous |
| <input type="checkbox"/> Competent / Take Pride | <input type="checkbox"/> Quiet / Polite / Self-controlled |
| <input type="checkbox"/> High Standards / Ethical | <input type="checkbox"/> Competitive / Goal Oriented / Driven |
| <input type="checkbox"/> Reliable / Steady / Dependable | <input type="checkbox"/> Conscientious / Responsible |
| <input type="checkbox"/> Trustworthy / Honest / Sincere | <input type="checkbox"/> Proven Record of Dependability |
| <input type="checkbox"/> Dedicated / Loyal / Punctual | <input type="checkbox"/> Optimistic / Persistent |
| <input type="checkbox"/> Experienced / Capable / Industrious | <input type="checkbox"/> Quick Learner / Teachable |
| <input type="checkbox"/> Knowledgeable / Resourceful | <input type="checkbox"/> Excellent Interpersonal Skills |
| <input type="checkbox"/> Skilled / Talented / Artistic | <input type="checkbox"/> Time-Management / Effective Prioritizing |
| <input type="checkbox"/> Willing / Hardworking / Cooperative | <input type="checkbox"/> Productive / Meeting Deadlines |
| <input type="checkbox"/> Cooperative / Flexible / Helpful | <input type="checkbox"/> Patient / Relaxed / Sensitive |
| <input type="checkbox"/> Modest / Courteous / Reserved | <input type="checkbox"/> Adaptable To New Environments |
| <input type="checkbox"/> Conservative / Considerate / Discreet | <input type="checkbox"/> Mechanically Inclined / Physically Strong |
| <input type="checkbox"/> Professional / Mature / Diligent | <input type="checkbox"/> Versatile / Independent / Self-confident |

HOMEWORK

Skills and Assets (Highlights) H = Hard Skills S = Soft Skills

- If you have limited to no-work experience, then you are permitted to use 5 rows of hard skills and 5 rows of soft skills
- If you have work experience, then you are expected to use at least 7 rows of hard skills and 3 rows of soft skills

1. H	6. H
2. H	7. H
3. H	8. (3) S
4. H	9. (3) S
5. H	10. (3) S