



THE DIFFERENCE BETWEEN HARD SKILLS & SOFT SKILLS

HARD SKILLS

Learned and acquired through education, experience, and training. This is what's required for a job and can range from technical skills to certifications.

SOFT SKILLS

Personal attributes that demonstrate how you interact with other people. Examples include: effective communication, teamwork, patience, etc.

HOW TO HIGHLIGHT YOUR SKILLS EFFECTIVELY

1 TAILOR YOUR SKILLS

Tailor your skills to the job you are applying to. It's important to utilize terminology from the job posting and illustrate that you possess the necessary skills.

2 SHOW AND TELL METHOD

Follow the "show and tell" method. Do not simply say that you have the skills, but provide proof. For example, if a hiring manager reads that you "worked with a team of six people to increase revenues by 40%", it shows that you work effectively in a team setting.

3 LIST FORMAT

Hard skills can effectively be illustrated in a list format. In addition, you can measure your level of understanding by using terms such as: basic, intermediate, proficient, etc.



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