5 Soft And Hard Skills

Hard Skills

are tangible – activities that you do. They are about a person's skill set and ability to perform a certain type of task or activity, For example:

1. Knowledge regarding the use of particular computer software
2. Ability to operate a variety of machinery
3. Keyboarding skills, ability to type at a certain speed (e.g. 45 w.p.m.)
4. Knowledge of and skills with specific tools
5. Credentials and/or experience in a specific occupation (e.g. woodworking)

Soft Skills

are personal attributes that enhance an individual's interactions, job performance, and career prospects. They are the abstract, personal qualities that you possess, are interpersonal, and broadly applicable.

Soft skills can be practiced, but are often a genuine reflection of someone's personality:

1. Ability to work well independently
2. A good team player
3. Enthusiastic
4. Decisive
5. Well organized

It's often said that hard skills will get you an interview but you need soft skills to get (and keep) the job.