



1. What are soft skills- personal habits and traits that shape how you work on your own and with others. Examples of soft skills:
 - a. Problem-solving
 - b. Effective communication
 - c. Patience
 - d. Work Ethic
 - e. Adaptability/Flexibility
 - f. Teamwork
 - g. Creativity
 - h. Integrity
 - i. Leadership
 - j. Time management
2. What are hard skills- technical knowledge or training that you have gained through any life experience, including in your education or career. Examples of hard skills:
 - a. Using Excel
 - b. Speaking a foreign language
 - c. Welding
 - d. Web development
 - e. Marketing
 - f. Network security
 - g. Photo editing
 - h. Project management
3. On a resume- When creating a resume, it's best to include four to six hard skills and the same number of soft skills. List your skills that are most relevant to the role you are applying for.
4. Which is most important- Employers value both hard and soft skills. Certain roles require candidates to possess specific hard skills, as this ensures they can successfully complete specific job duties. Soft skills are also essential and can enable you to develop and apply your hard skills effectively.
5. Learning hard and soft skills- Soft skills are attributes that you can develop through everyday interaction, and practice, repetition and training. You can develop hard skills in many ways, including on-the-job training, apprenticeships, coursework, and college programs.