

3+1=4

HARD SKILLS



VS

SOFT SKILLS



What is the difference between hard skills & soft skills?

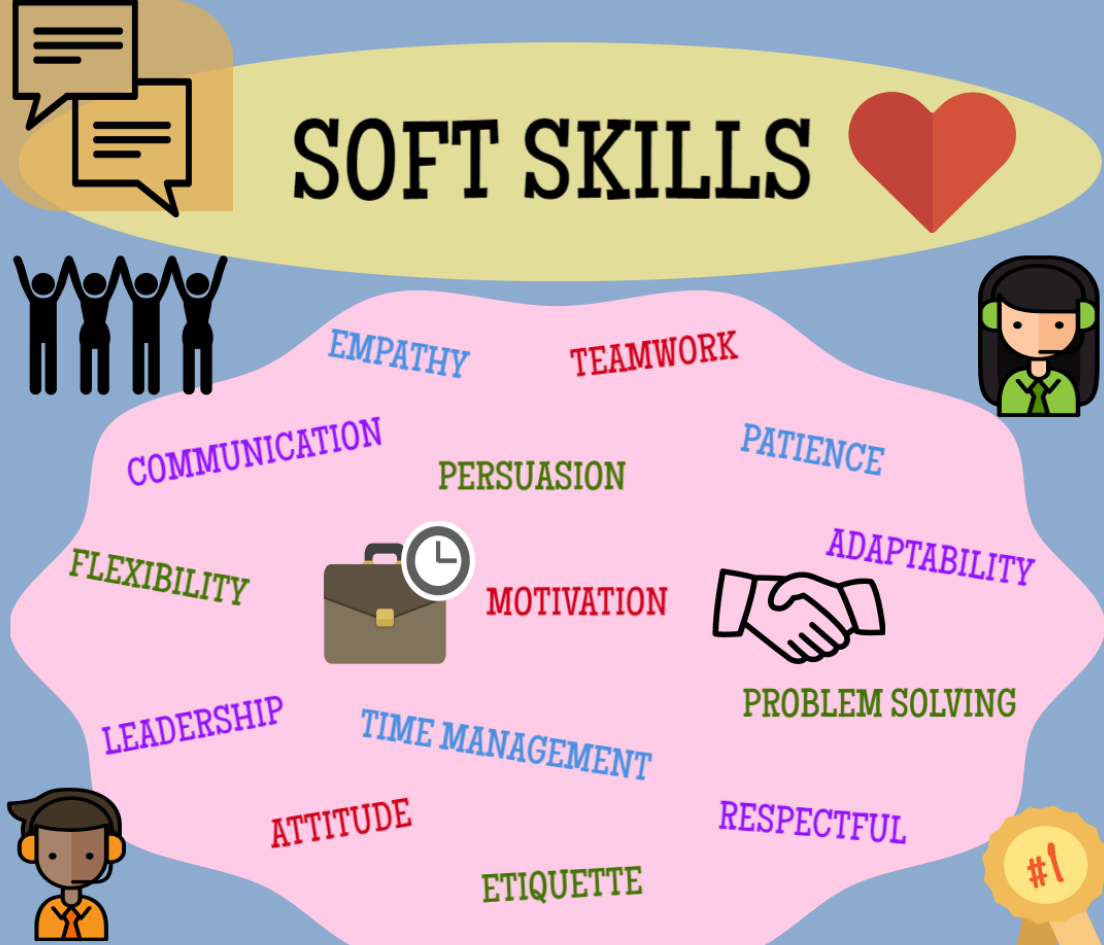
Hard skills are teachable abilities or skill sets that are easy to quantify. They require specific knowledge. Hard skills are learned in the classroom, through books, online courses, apprenticeships, certification programs, etc.

Soft skills are people skills that are not easy to quantify. They characterize how a person interacts in their relationships with others. Soft skills cannot be taught by rote & involve emotional intelligence & empathy.

HARD SKILLS



SOFT SKILLS



On Resumes & Cover Letters

Make sure & emphasis your hard & soft skills on your cover letter & resume.

Don't forget to attach certificates you have earned to your resume to show your hard skills.

Remember your soft skills will give you a competitive edge because they are your unique selling points to get the job.



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