

Skills

Soft Skills/Personal Qualities

Hard Skills

Soft Skills

- Reliable, responsible, loyal, good communicator, team player, ambitious, motivated, quick learner, etc.

Hard Skills

- Computer Skills
 - Microsoft Word, Excel, PowerPoint
 - Adobe Photoshop CS3
 - Dreamweaver Web design
 - Keyboarding (how many WPM – words per minute?)
- Math skills
 - Completed algebra 1, 2, and geometry
- English skills
 - Outstanding essays, open mic, etc.
- Mechanical skills
 - Experience working with hand tools? Experience building and repairing engines? Building and repairing bikes? Etc.