

Hard Skills (Technical Skills)

Hard skills are intentionally learned knowledge and skills that let you tackle job-specific duties and responsibilities. Hard skills can be learned formally through courses and vocational training, or informally through on-the-job training.

Hard Skills Examples

- Computer skills
- Microsoft Office skills
- Analytical skills
- Marketing skills
- Presentation skills
- Project management skills

Instructions: In the table below, list your hard skills and indicate how and where they were learned. You may also want to include how long you have had these skills.

Hard Skill	I learned this skill formally at (educational institution and certification received).	I learned this skill informally at (company where you learned this skill).	I have had this skill for (months or years).