

ASSIGNMENT 3

Identify Hard and Soft Skills



1. Do the activities listed in the Assignments box.
2. Type in your work in the spaces provided below.

Assignments	Due Date
<ul style="list-style-type: none"> • Assignment 3: Identify Hard and Soft Skills 	

Assignment 3: Identify Hard and Soft Skills

1. Read the definitions below.

- **Hard skills:** **job-specific technical skills and knowledge** obtained through school or work experience like apprenticeships (for example, proficiency in Spanish, coding, operating specific machines)
- **Soft skills:** **behavior and attitude skills** that focus on interacting effectively with people and demonstrating other professional behaviors (for example, adaptability, collaborating in teams, decision-making, time management)—these skills can be transferred from job to job, and even across different job industries

2. Read the Match the Skills to the Job activity sheet. In the space below, match the soft skills to the job scenarios:

Hotel Event Planner:

Social Media Manager:

[Page 4](#)

Financial Services Rep:

Cybersecurity Analyst:

3. Describe the difference in job success between a person with strong soft skills in each scenario versus someone with weak soft skills.

Hotel Event Planner:

Social Media Manager:

Financial Services Rep:

Cybersecurity Analyst:

4. Highlight your own hard and soft skills by creating your own resume. Use the Spotlight Your Strengths activity sheet to show why you would be a great employee.

[Page 5](#)

5. Exit Ticket: Think about your own soft-skill strengths and what you need to improve on.

In the space below, **write a journal entry about:**

- how an apprenticeship could help you develop better soft skills
- how those skills could help you in your future career

(An apprenticeship is a program that combines job training with work experience.)

For Families: Discuss Future Careers

Discuss careers with your family members—and use the resources to investigate youth apprenticeships you may be able to have in the future.

[Page 6](#)

Name _____

MATCH THE SKILLS TO THE JOB



Study the soft skills in the word bank, then read each job scenario and decide which skills best apply to each scenario and why. Be prepared to explain your thinking to your classmates!

SOFT SKILLS	JOB SCENARIO 1: Hotel Event Planner 
time management	<p>You're an apprentice at a hotel and your boss has put you in charge of logistics for a corporate retreat, including checking in guests, setting up meeting rooms, and making sure lunch arrives on time. You need to be super organized—and ready to interact with people all day long!</p>
active listening	<p>JOB SCENARIO 2: Social Media Manager </p> <p>At the last minute, your supervisor has decided to change the media focus for an upcoming product launch. She gives you and your team 48 hours to design and deliver a detailed presentation that lays out a new strategy for how to promote the product online. And...go!</p>
detail-oriented	<p>JOB SCENARIO 3: Financial Services Rep </p> <p>Your manager has put you in charge of handling all customer questions and concerns (over the phone and in-person) about a new service that many are having issues with. You are expected to resolve as many problems as you can, then report which complaints need further attention.</p>
problem-solving	<p>JOB SCENARIO 4: Cybersecurity Analyst </p> <p>There's been a major security breach in a corporate network that your company serves. Your boss is unreachable, and the situation is changing by the minute. Your main goals are to target and fix the major glitches as quickly as possible and keep the client calm and informed.</p>
effective communication	
adaptability/patience	
collaboration	
creativity	
proactive/self-starter	

PART 2

On a separate piece of paper, write a description of what the difference would be if someone with strong soft skills were in each scenario versus someone with weak soft skills. Next, think about your own soft-skill strengths and what you need to improve on. Write about how an apprenticeship could help you develop better soft skills, and how those skills could help you in your future career.

Name _____

Activity

Spotlight Your Strengths

Write a mock resume that highlights your skills, experience, and interests—and help employers see why you'd be a great hire!



Instructions: Fill in the resume template below and try to make connections between your skills and experience and the position you are seeking.

Name

Phone Number

Email Address

EDUCATION Write your school's name	•
OBJECTIVE (Example) I am a self motivated and quick learner seeking an entry-level position at ... (Describe the youth apprenticeship or a specific type of work and/or position you'd like to apply for.)	•
SKILLS List hard skills (e.g., coding, fluency in a foreign language, etc.) and soft skills (e.g., proactive, detail-oriented, good problem-solver, etc.)	•
EXPERIENCE List jobs you've done at home or in your community, as well as volunteer gigs.	•
ACCOMPLISHMENTS Won an essay contest? Served as captain of the soccer team? Cared for a sibling after school? List your achievements here.	•
ACTIVITIES AND INTERESTS Highlight classes, clubs, sports, passions, etc., that reflects the position you want.	•



It's never too soon
for your child to
learn about careers.

DEAR FAMILY,

Your child has been learning about careers and pathways to different occupations as part of the *Jobs of the Future* program from the U.S. Department of Labor. One great way for kids your child's age to start preparing for their future: being aware of opportunities like youth apprenticeships. Different from internships, these paid programs help students set professional goals while providing:

-  on-the-job training, experience, and credentials
-  mentoring opportunities
-  a foundation for jump-starting a career

Flip the page for tips on how to have an age-appropriate discussion with your child about the future, and discover apprenticeship opportunities together. ➔

WHAT EXACTLY IS AN APPRENTICESHIP?

Some people are surprised to learn that apprenticeships are available for occupations in almost every field and that youth apprenticeships, in particular, can give teens an early start on a career with an industry-recognized credential they can take anywhere as proof of their proficiency. Since the legal age to begin work is 16 in most states, youth apprenticeships are typically designed for high school juniors and seniors.

In-demand industries that offer youth apprenticeships: advanced manufacturing, cybersecurity, information technology, engineering, and marketing—to name just a few!

START THE CAREER PLANNING CONVERSATION!



CONVERSATION STARTERS FOR STUDENTS TO FAMILY MEMBERS

- What are some of the most important skills you learned on the job?
- Is there any career-related info you wish you had known when you were a student?
- Would you change anything about the position/industry you work in? Why or why not?

CONVERSATION STARTERS FOR FAMILY MEMBERS TO STUDENTS

- How could learning about various types of jobs at an early age benefit you?
- What career paths do you find most interesting?
- How can learning about youth apprenticeships give you a clearer idea of what your next steps should/could be?

+ BONUS

- Reflect on what you've learned together! What insights have you gained?

EXPLORE THESE ONLINE RESOURCES AS A FAMILY

Begin here, and check with your child's school to see if they recommend any other career exploration resources!

- Learn more about apprenticeship and find real job listings of apprenticeships across the country: [apprenticeship.gov](https://www.apprenticeship.gov)
- Find out more about apprenticeships for high school students: [apprenticeship.gov/educators/high-school](https://www.apprenticeship.gov/educators/high-school)
- Get information about industries that have the most new jobs: [bls.gov/ooh/](https://www.bls.gov/ooh/)
- Answer questions about yourself to unlock ideas for careers and apprenticeships, or browse hundreds of careers by industry: [mynextmove.org](https://www.mynextmove.org)