Chapter 1

Activity SS1-1 Hard Skills

Directions: Take an inventory of the hard skills you possess. The chart that follows offers examples of hard skills with which you might be familiar. Start with this list and add additional skills that are not listed.

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| Hard Skills |
| auto repair | [ ]  |
| carpentry | [ ]  |
| computer networking | [ ]  |
| computer repair | [ ]  |
| construction | [ ]  |
| cost analysis | [ ]  |
| customer relations | [ ]  |
| database management | [ ]  |
| data entry | [ ]  |
| editing | [ ]  |
| finance | [ ]  |
| financial transactions | [ ]  |
| graphic design | [ ]  |
| insurance underwriting | [ ]  |
| inventory control | [ ]  |
| management | [ ]  |
| marketing | [ ]  |
| project management | [ ]  |
| public relations | [ ]  |
| sales | [ ]  |
| stock market trading | [ ]  |
| welding | [ ]  |
| Hard Skills |
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