

WHAT TO KNOW ABOUT SOFT SKILLS Useful hints composed by the German-Arab Chamber of Industry and Commerce

SOFT SKILLS ARE AN IMPORTANT PART OF A COVERLING LETTER AND A CV

Soft skills is a sociological term for a person's "EQ" (Emotional Intelligence Quotient), which refers to the cluster of personality traits, social graces, communication, language, personal habits, friendliness, and optimism that mark us. Soft skills complement hard skills (part of a person's IQ), which are the technical requirements of a job.

A person's soft skill EQ can be an important part in the success of an organization. Organizations, particularly those dealing with customers face-to-face, are generally more successful if they train their staff to use these skills. Screening or training for personal habits or traits such as dependability and conscientiousness can yield significant return on investment for an organization. For this reason, soft skills are increasingly sought out by employers in addition to standard qualifications.

It has been suggested that in a number of professions soft skills are more important over the long term than technical skills. The legal profession is one example where the ability to deal with people effectively and politely can determine the professional success of a lawyer more than his or her mere technical skills.

Employers are realizing how a candidate's soft skills can help them determine which potential employee should be offered the job. If there also other candidates, your soft skills can extent your lead. Emphasize your soft skills: Communication, team leadership and planning are all transferable skills. Most jobs adverts soft skills in their requirements. When writing your CV or your covering letter, include your soft skills required by the employer. For instance, when you start describing your soft skills ask yourself questions like this, 'What are my specific problem solving skills? How do I use problem solving on the job? Why is problem solving important in my job?'



The ability for working in a team is essential

