

Q1) Process to develop soft skills:

1. **Self-Evaluation:** Reflect on your strengths and areas for development in terms of soft skills⁹.
2. **Establish Specific Objectives:** Set measurable goals to enhance your soft skills⁹.
3. **Stay Open to Feedback:** Seek opinions from friends, mentors, or coworkers⁹.
4. **Mentoring:** Seek guidance from someone who can provide direction on developing soft skills⁹.
5. **Continuous Learning and Practice:** Soft skills can be improved with deliberate practice and effort⁹. This is a continuous process that is facilitated by exposure to a variety of experiences, feedback seeking, and continuous learning¹².

Q2) What is resume?

1. **Formal Document:** A resume is a formal document that provides an overview of your professional qualifications.
2. **Relevant Work Experience:** It includes your relevant work experience.
3. **Skills and Education:** It outlines your skills and education.
4. **Notable Accomplishments:** It lists your notable accomplishments.
5. **Job Application Requirement:** If you're applying for a job, you need a resume to be considered for the position.
6. **Summary:** The term "resume" comes from the French word for "summary". It provides employers with a summary of your relevant qualifications.
7. **Contact Details:** It includes your contact details.
8. **Introduction:** It has an introduction section.
9. **Educational Background:** It lists your educational background.
10. **Work History:** It outlines your work history.
11. **Relevant Skills:** It lists your relevant skills.
12. **Purpose:** The purpose of a resume is to show employers you're qualified for a position and convince them to offer you an interview.

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WJ Hussar



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