



## Ka-Trabaho Komunity

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# List of Hard Skills You Can Learn by Work/Job Industry

### How to Use This PDF

This guide helps you match hard skills to the industry you want to work in. Each industry lists the key skills employers value most, so you can focus on learning what matters.

Industry	Hard Skills You Can Learn
Customer Service & BPO	Clear and Neutral Accent for Calls, Fast and Accurate Typing, Knowledge in CRM Tools (basic use, e.g., Zendesk), Call Documentation Procedures, Basic Troubleshooting for Internet/Tech Issues
Education & Tutoring	Lesson Planning Skills, Basic Online Teaching (Google Meet, Zoom), Worksheet Creation (MS Word, Canva), Research and Fact-Checking Skills, Student Progress Tracking
Healthcare & Allied Services	Vital Signs Measurement, Basic First Aid, Proper Patient Communication, Understanding Basic Medical Terms, Health Record Organization
Sales & Retail	Cash Register or POS Operation, Product Display and Merchandising, Inventory Count and Stock Checking, Basic Sales Pitching, Handling Cash and Change Accurately
Marketing & Advertising	Content Writing for Social Media, Design Skills (simple posters using Canva), Knowledge in SEO Basics (keywords, captions), Market Research and Trend Spotting, Basic Video Editing for Online Ads
IT & Tech Support	Computer Setup and Maintenance, Basic Networking Knowledge (LAN/Wi-Fi setup), Installing and Updating Software, File Backup and Recovery Procedures, Cybersecurity Awareness
Hospitality & Tourism	Food & Beverage Service Etiquette, Guest Check-In/Check-Out Procedures, Event Setup and Coordination, Local Tourism Knowledge, Housekeeping Standards
Government & Public Service	Basic Report and Letter Writing (Official Format), Records Filing and Organization, Understanding Government Forms and Processes, Basic Data Entry and Encoding, Public Assistance Handling

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Media & Creative Arts	Photography and Videography Basics (Phone/DSLR), Scriptwriting for Short Content, Photo and Video Editing (Beginner Level), Voice Recording for Ads/Content, Social Media Posting and Scheduling
Construction & Skilled Trades	Basic Measurement and Math for Construction, Tool Identification and Proper Use, Site Safety Compliance, Basic Painting and Repair Skills, Material Handling
Finance & Banking	Cash Handling and Counting, Basic Bookkeeping, Spreadsheet Organization (Excel, Google Sheets), Preparing Simple Financial Reports, Customer Inquiry Handling
Logistics & Supply Chain	Package Sorting and Labeling, Delivery Route Planning Basics, Inventory Recording, Loading and Unloading Procedures, Warehouse Safety Practices
Manufacturing & Production	Basic Machine Operation Training, Product Quality Checking, Assembly Work Procedures, Workplace Safety Awareness, Packing and Labeling
Agriculture & Agribusiness	Basic Gardening and Plant Care, Crop Harvesting and Sorting, Feeding and Caring for Livestock, Selling Produce in Local Markets, Farm Tool Maintenance
Non-Profit & Community Development	Event Planning and Hosting, Volunteer Coordination, Community Survey and Data Collection, Fundraising Event Management, Basic Public Speaking
Legal & Administrative Support	Document Formatting (Legal Style), Filing and Sorting Records, Note-Taking and Minutes of Meetings, Basic Legal Terminology Familiarity, Office Equipment Use (Printer, Scanner, Photocopier)
Freelancing & Remote Work	Writing Product Descriptions for E-commerce, Managing Facebook Pages or Online Shops, Basic Video Editing for Social Media Content, Online Research for Clients, Data Entry and Encoding
Science & Research	Collecting and Recording Data, Preparing Charts and Tables, Conducting Simple Experiments or Tests, Writing Short Research Summaries, Using Basic Measuring Tools

You can also use this Soft Skills Progress Tracker to improve your skills. You just need to update weekly to monitor your growth and identify areas for improvement.

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