

For my rather makeshift Careers and Conversations, I spoke with my mom, who is an Administrative Assistant. Our conversation was not particularly inspiring, as this is not a career which I would consider for myself. A major hard skill required for this job is the ability to learn the functions and operation of new software. In addition to that, skill with numbers is an advantage in the field. The biggest soft skills required for this job are teamwork and tidiness, as the job description is essentially to keep one's boss tidy and organized. I possess none of the above skills, though I would be able to gain most of these skills simply with practise. In short, the career of Administrative Assistant is not what I intend to do with my life.