

A Personal Profile or Statement

- A personal statement is your opportunity to tell an employer or course provider your reasons for applying and to highlight your key skills in a short paragraph - no more than six to 10 lines long. An employer receiving many applications will find this very useful.
- You need to show you know about the job or course you are applying for and why you would be good at it.
- Put your personal statement under your name near the top of your CV.
- On an application form there is often a section called 'Reasons for Applying'.
- On a CV your personal statement should be written in a few short sentences and be relevant to the job you are applying for and 'sell you' in a realistic way.
- You may need to change the statement slightly if you are applying for different jobs by picking more relevant skills and qualities.

Writing your personal profile

Don't repeat information that is included in other sections of your form or CV. Asking yourself these questions may help:

- What makes you think you would be good at this?
- What does the job advert or vacancy specification ask for?
- What experience have you got of this?
- What triggered your interest in the job?
- Why do you want this job, apprenticeship or course?
- What training are you willing to do?
- What do you hope to do in the future?

You could include the following points:

- What you do – put down your job title or current position. For example 'experienced sales assistant' or 'school/college leaver'

- Some of your key strengths
- Something about your background or experience
- What you are aiming for

Examples

- I am a college leaver who is looking for an apprenticeship in business administration. I have good IT skills including word processing, email and desk top publishing, and can create databases and spreadsheets. I am willing to work hard, gain qualifications and build on the general office skills developed through my work experience.
- I have good basic skills and I am looking for practical work in a wholesale or warehouse situation. I am willing to work hard and flexibly. I can work alone or in a team. I am keen to learn and succeed.
- I am a hardworking and reliable school leaver. I am expected to gain good GCSEs and am looking for an opportunity to develop a career in accounting and finance. I am keen to learn and gain qualifications. I can work both in a team and independently.
- I am a friendly outgoing person with good people skills looking for an opportunity to work in retail sales. I am a quick learner, willing to work hard and complete training.
- I am a highly motivated school leaver with good basic skills. I am reliable, punctual and willing to learn. I am a hard worker who can work alone or in a team. I have experience of working in a local garden centre and am looking for an apprenticeship in landscape gardening.
- I am an enthusiastic and well motivated individual. I have some skills and experience of building work and am keen to secure an apprenticeship in plastering. I have good basic skills and am willing to work hard to develop further skills and qualifications.
- I am a reliable and hardworking school leaver. I have a strong interest in fashion and design and am looking for an apprenticeship in hairdressing. I am expected to get good GCSEs. I am keen to learn and develop skills in all aspects of the work.
- I am a childcare student with skills and experience of work in a nursery. I am keen to secure an apprenticeship in childcare. I am reliable, hardworking and well-motivated. I am willing to work flexibly and gain further skills and qualifications.

No computer?

- You can use a computer and use the internet for job search at your nearest library.
- Most public libraries have computers you can use for free but you will pay for printing.
- For details of UK Online Centres where you can access the internet for free www.ukonlinecentres.com

Need more help?

- Your careers adviser can help you with job applications. Ask your adviser in school or contact the Progress Team in Islington. Contact the Progress team on 0207 527 7031 or email progress@islington.gov.uk
- Call the National Careers Service on 0800 100 900 for further help. If you use the 'call back service' on the website, <https://nationalcareersservice.direct.gov.uk> an adviser will call you back at a time to suit you. All call backs are free of charge to mobiles and landlines.