

## **Creating a Personal Profile example statements:**

Consider selecting a combination of up to 5 sentences from the list below to create your own personal profile. Also consider adding information relevant to the job description or duties that you may be expected to undertake – this makes it personal!

- 1) I am an organised and efficient person with an enquiring mind.
- 2) I am a flexible person seeking employment which will allow development, growth and make use of my existing skills.
- 3) I am a good listener and learner, and am able to communicate well with people from all walks of life.
- 4) I am a keen, hardworking, reliable and excellent time keeper.
- 5) I am a bright and receptive person, able to communicate well with people at all levels.
- 6) I am good at working using my own initiative and I am flexible in my approach to work duties.
- 7) I have a good sense of humour and a pleasant approach.
- 8) I am a hardworking individual with experience of assembly line work, drilling, and spraying.
- 9) I am a loyal and trustworthy employee who can work alone or as part of a team.
- 10) I am a quick to learn and willing to adapt to any job.
- 11) I am a competent, loyal, hardworking employee with the ability to achieve tasks when working alone or as part of a team.
- 12) I am punctual with an excellent attendance record.
- 13) I have a flexible and positive approach to employment and am willing to train to suit my next working environment.
- 14) I am an organised, efficient and hardworking person, and am willing to discover and accept new ideas which can be put into practice effectively.
- 15) I am a good listener and learner, able to communicate well with a group and on an individual level.
- 16) I am able to motivate and direct my talents and skills to meet objectives.
- 17) I always seek to achieve a high standard in whatever work I undertake.

- 18) I am well organised with a clear and positive approach to problem solving.
- 19) I am a well organised, efficient and professional person.
- 20) I am able to communicate easily in both spoken and written forms.
- 21) I am a hardworking, loyal and mature worker with a variety of skills to offer.
- 22) I am keen to obtain new skills and training and have a flexible approach to all work situations, and find it easy to adapt.
- 23) I am capable of relating to people at all levels and am prepared to help them overcome problems in a work situation
- 24) I am open minded, receptive and innovative, with an enquiring mind.
- 25) I can work unsupervised alone or as a member of a team and I like to use my skills to make a positive contribution to the workforce.
- 26) I am a family person with responsibilities, very reliable and trustworthy.
- 27) I am willing to learn new skills and have many existing ones to offer.
- 28) I have good interpersonal understanding and communication skills and am a confident team worker with the ability to work on own initiative.
- 29) I am a mature person with a sound engineering background.
- 30) I can organise and prioritise my own workload effectively.
- 31) I have the ability to work under stress and keep within set budgets and targets.
- 32) I am a mature and confident person with sales experience, team leadership skills and the ability to create new sales and build on existing accounts.
- 33) I am a quiet and focused person who can work swiftly and effectively either alone or as part of a team.
- 34) I am a reliable, trustworthy and flexible individual who can learn new skills easily and execute them swiftly.
- 35) I am a confident driver with clean driving licence, I have my own transport and an excellent knowledge of local and national road and motorway networks.
- 36) I am a confident Fork Lift Truck operator with a good all round knowledge of warehouse duties.
- 37) I am an experienced machine operator with a good all round knowledge of factory procedures.