**Personal Statement/Professional profile**

Think of your personal statement as a mission statement, which sums up to the prospective employer, why you are right for the job. Start strong with a catchy opening statement. Keep your personal statement brief (no more than 200 words) and avoid buzzwords/phrases such as: dynamic, team player and ‘CV legend' (a real example). Use keywords that employers or recruiters may be searching for. Write in full sentences either using the first (I) or third person. While time-consuming, we recommend tailoring your personal statement to the specific job you are applying for.

**Skills/Expertise**

* Ensure it includes the essential and desirable qualities the job advert states that you meet, include keywords recruiters are looking for.
* Formatting note: make a list as one column first, then split into 2 or 3.
* Transferable
* Job related
* Adaptive

**Qualifications**

**Degree (grade)** University Date

* Modules included …
* Any key achievements
* Skills developed (using STARS/PARS)

**A levels**  College/School Date

* List of A levels and grades (additional info only if needed)

**GCSEs** College/School Date

* List x number of GCSEs, ranging from A-C grades including maths, English, ICT and x (relevant to job application)

**Other qualifications/training** – only if relevant (most recent first). You can merge this into section above, simply rename section Education/training

**Title** Education Establishment Date

* Content if relevant

**Title** Education Establishment Date

* Content if relevant

**Employer related history** (most recent first)

**Job Title** Employer Date range

* Duties – use business language
* **Impact**: written bullet points, using PARS/STARS model
* **Skills**: does this reflect the skills summary?

**Job Title** Employer Date range

* As above

**Job Title** Employer Date range

* As above

**Other achievements and interests** – only if relevant

Either as bullet points or as a paragraph

* Remember to apply the employment STARS/PARS model where appropriate e.g. for sporting achievements (Details, **Impact**:, **Skills**: does this reflect the skills summary?)

**Additional information** – only if relevant (you can merge other achievements into this section)

* E.g. Full clean driving license
* E.g. Fluent Italian (speaking, reading and writing)

**References**

Can be supplied upon request