**Personal Statement/Professional profile**

Skills/Expertise

* Remember there are transferable, job related and adaptive skills
* Ensure it includes the essential and desirable qualities the job advert requests

Summary of relevant qualifications/

experience

Contact

could be added here instead

Hobbies

images could be added

 

Summary

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.

**Qualifications**

**Degree (grade)** Date

University

* Details of relevant modules
* Skills developed (using STARS/PARS)

**A levels** Date

College/School

* List of A levels and grades

**GCSEs** Date

College/School

* 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)**

**Title** Date

Education Establishment

* Content if relevant

**Title** Date

Education Establishment

* 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

**Job Title** Employer Date range

* As above

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

Either as bullet points or as a paragraph

**Additional information – only if relevant**

Either as bullet points or as a paragraph

**References**

Can be supplied upon request