**Help sheet for CV personal statement :**

Key points on writing a dynamic and interesting personal statement:

• Get straight to the point: avoid lengthy descriptions and make your testimonies punchy and informative.

• Keep it between 50 to 200 words maximum.

• If you have enough space, use 1.5 line spacing to make you statement easier to read.

• Match person and job specifications with well written copy.

• Read your profile out loud to ensure it reads naturally.

• Don’t mix first and third person sentences.

All personal statements should be tailored to the role in question. No exceptions.

Start by answering the following three questions: Why do you want to work in this industry? What skills make you right for the role (hint: use the job description)? And where do you want to go in your career?

However, school leavers should always focus on the latter – and what you can bring to the business, as well as focusing on the knowledge and skills gained through education, rather than employment history. Soft skills are handy for this.

### **What are soft skills:**

Soft skills are a combination of many different things, including social skills, character traits and employment qualities.

* Communication skills
* Leadership
* Problem solving
* Critical thinking
* Team working
* Flexibility
* Resilience
* Negotiation skills

#### Example:

As a highly motivated and hardworking individual, I have recently completed my A-Levels, achieving excellent grades in both Maths and Science. I am seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer. My eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.