

## CV PERSONAL STATEMENT GUIDANCE

The personal statement is your opportunity to tell employers about your suitability for the job role that you are applying for. Remember the selector reading your statement might be your future manager and will therefore want to know the reasons why you connect with the role.

Start with what you are doing now.

Target your CV to a specific job or career area. By listing relevant capabilities and achievements you can prove you are suitable for the job you are after. Read the **Job Description and Personal Specification** that comes in the detail of the advert or information they send you to find the skills/ experiences they are looking for. (Use **National careers website job profiles** to find skills for particular job roles if you are starting a CV now)

**Use your employability skills audit to help you with the skills you have and how you have developed them** - Write down what you are capable of e.g. working effectively in a team and what you have achieved e.g. good work experience attendance record or being given responsibility at work even though you are only a part-time worker. Only choose examples that are relevant for the job you are applying for. The skills most closely related to your job target at the top. So if you are applying for a job in a shop – customer care would come at the top. Under each skill include any relevant experience.

### Dos:

- Do brainstorm your ideas on paper before attempting to write anything.
- Do aim to use about three paragraphs, making sure that each one flows in a logical way.
- Do expect to produce several drafts before being totally happy.
- Do make sure that your personal statement is your own work.
- Do ask people you trust for their feedback. –but not more than 3 people
- Do ensure that you use your best English and don't let silly spelling and grammar mistakes spoil your statement- prepare your statement using a word-processing package

### Don'ts:

- Don't feel that you need to use fancy language. If you try too hard to impress with long words that you aren't confident using, the focus of your writing will be lost.
- Don't waffle on about things which aren't relevant
- Don't lie – if you stretch the truth you may fall down at interview when you are asked to elaborate on an interesting achievement.