

# Personal Profile Statement

## What is a personal profile statement?

- A short statement under your name and contact information that outlines your **personal characteristics** and **experience**
- Tells the reader briefly what kind of person you are: your **skills, qualities** and **qualifications**

### Example :

Well-organized, highly motivated communications strategy adviser. Geography graduate with recent professional experience developing communications strategy for positive change. Currently completing a Master's in Development Studies with a specific focus on sustainability. Fluent spoken and written English. Self-motivated, resourceful and able to motivate others, with excellent communication and interpersonal skills.

**Be bold, be confident and talk about yourself in a positive way –SELL!!!**

An excellent personal profile statement must be:

- Relevant to the job you are applying for
- Short and to the point!
- Only contain *positive* information

## What are some things that I can include in my Personal Profile?

You can mention anything from the following categories when writing a Personal Profile:

Personal Qualities	Skills	Experience
<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• _____</li> <li>• Adaptable</li> <li>• An eye for detail</li> </ul>	<ul style="list-style-type: none"> <li>• Management skills</li> <li>• Communication skills</li> <li>• Problem-solving skills</li> <li>• _____ skills</li> </ul>	<ul style="list-style-type: none"> <li>• 10 years in management...</li> <li>• _____</li> <li>• Extensive background...</li> <li>• Wide experience in...</li> </ul>

Add the following items to the table: **Design, Excellent track record, Creative**

Think of more examples to add to each column.

## How long should a Personal Profile Statement be?

About 40/70-words; that means no longer than about five lines.

## Personal Profile Statement Examples

Match the profile statements to the jobs/fields of work:

### **Project Manager, Sales Person, IT, Business Management, Primary School Teacher, Article Writer**

Personal profile example 1 – \_\_\_\_\_

Highly motivated recent graduate with a degree in management. Clear and logically minded with a practical approach to problem solving. Driven to see things through to completion and a great eye for detail. Eager to learn and gain experience in all aspects of \_\_\_\_\_.

Personal profile example 2 – \_\_\_\_\_

Creative and open-minded team player with a track record in designing and building effective websites and databases. Strong technical skills as well as excellent interpersonal skills. Eager to be challenged in order to grow and improve communication and professional \_\_\_\_\_ skills gained through previous professional experience in the \_\_\_\_\_ sector.

Personal profile example 3 – \_\_\_\_\_

Energetic, ambitious professional with a mature and responsible approach to all tasks undertaken. Graduate with 3 years' professional experience in management. Excellent in working with others to achieve objectives on time and with excellence.

Personal profile example 4 – \_\_\_\_\_

Articulate and confident individual who relishes challenges and working under pressure. Greatest strengths are research, communication and writing skills. Excellent ability to produce quality content. Over 200 articles published in leading newspapers and magazines.

Personal profile example 5 – \_\_\_\_\_

Mature, positive and hardworking \_\_\_\_\_. Consistently strives to achieve the highest standard possible for any given task. Possesses excellent communication skills and the ability and experience to relate to a wide range of people. Enjoys learning new things. Works well under pressure. Extensive experience in handling customer complaints and solving problematic situations.

Personal profile example 6 – \_\_\_\_\_

Loyal, talented and caring person who loves making a difference in the lives of young people. Open-minded, patient and supportive towards other people, especially children and the disabled. Excellent ability to remain good-humoured and calm under pressure.

<http://www.cvplaza.com/cv-personal-profile/how-to-write-a-personal-profile-statement/>

## Useful Vocabulary

Adjectives to describe yourself	Qualifications / Experience	Qualities	Skills
Adaptable	Recent graduate /graduate	Attention to detail	Ability to relate to a wide range of people
Ambitious		Eager to be challenged	
Articulate	Professional with xxx years of experience in... (management, sales, customer service)	Eager to learn	Building
Bright		Enjoys learning new things	Communication skills
Clear / logically minded		Enjoys working under pressure	Design skills
Confident		Eye for detail	Management skills
Creative	Excellent track record in...	Relishes a challenge	Motivating others
Driven	Extensive background in...	Strives to achieve highest standards	Problem-solving skills
Energetic		Team player	Research
Hard working	Wide experience in...	Works well under pressure	Sales
Highly motivated			Technical skills
Mature			Working with others
Open-minded			Writing
Outgoing			
Positive			
Resourceful			
Responsible			
Self-motivated			

Which items in the table correspond to the following definitions?

1. to get great pleasure or satisfaction from something
2. friendly and enjoys meeting and talking to people
3. enthusiastic about
4. good at finding effective ways to deal with problems
5. to make a lot of effort to achieve something
6. determined to succeed, and working very hard to do so
7. your reputation, based on the things that you have done
8. intelligent; quick to learn
9. good at expressing ideas or feelings clearly in words

## Formula for Writing a Personal Profile Statement

### 1. 2-3 adjectives + who you are

- Responsible, well organized and highly motivated communications student.

### 2. Current Activity

- Currently in penultimate year of a master's degree majoring in IT engineering.

### 3. Experience – from work or study

- Experience in customer service and completing administrative tasks as part of a large scale communication project.
- Experienced in working in a team and performing well under pressure.

### 4. Qualities + skills

- Proven track record of consistently working to a high standard and being a valued member of a team.

### 5. Objective

- Eager to be part of a dynamic and progressive working environment and to gain experience in all aspects of cybersecurity.

### Do NOT use "I" in your personal statement

ie. ~~I am eager to work as part of a dynamic team~~

'Eager to work as part of a dynamic team'

Try writing your own personal statement here: