



# PERSONAL STATEMENT WRITING

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# WHAT IS A PERSONAL STATEMENT?

- A personal statement is a few sentences that appear at the top of your CV
- Sometimes referred to as a 'career summary' or a 'personal mission statement'



## WHAT IS IT FOR?

- It explains where your career experience has taken you to this point and what your ambition is for your next job
- The purpose is to show why you would be ideal for the job, so it is important that you tailor your personal statement to the job you are applying
- Do not use a generic personal statement for every job application



## GOOD PROFILE

- An adaptable and responsible graduate seeking an entry-level position in public relations which will utilise the organisational and communication skills developed through my involvement with Kent Rag and promotional work during vacations.
- During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in PR.



## AVERAGE PROFILE

- I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals.
- My present career aim is to work within IT because I enjoy working with computers, I enjoy the environment and I find the work interesting and satisfying.
- The opportunity to learn new skills and work with new technologies is particularly attractive to me.



## BELOW AVERAGE PROFILE

- I am a dynamic individual with excellent team working and communication skills.  
I would like a job in business.



## POINTERS

- A well written statement can be between 50 and 200 words, although it is important not to ramble.
- Break the personal statement into three sections:
  - Who you are
  - What you can bring to the table
  - Your aims and objectives / career aim

