



DEVELOPING SKILLS FOR EMPLOYMENT

Personal Statement

Essential Skills for Employment

Part of the course: Skills, review of current skills, personal goals, personal statement, curriculum vitae (cv) preparation and variation specific to vacancies, job search, preparation for interview and improving skills for employment

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Task – Personal Statement

Write up a brief personal profile of about 80 -100 words in which you present your strengths and skills in a positive way. Remember, include the opportunities to strengthen your weaknesses.

You may wish to review the Personal Statement guide.