

Personal Statements

On a CV, a personal statement is a statement at the beginning to sell yourself. It must be short and positive, no longer than six lines, highlighting your skills, experience and personal qualities. Your statement should be tailored to the requirements of each job that you apply for, so that you make it clear to the employer that you're right for the job.

Read the following statements and write down what you like/dislike about each one:

An enthusiastic, self-motivated individual who always strives to achieve a very high standard. I am punctual and hardworking, quick to learn and understand new ideas and the right attitude to work. I am also trustworthy and committed to do overtime if needed. I have good communication skills and can work to a professional standard and provide an effective service. I enjoy interacting with customers and building a relationship with them.

A horticulture student at Plumpton College who is looking for an employment opportunity. Relevant experience in pruning, mowing, weeding and landscaping. Excellent team working ability. Good level of physical fitness and willing to work flexible hours. Confident, trustworthy and hard-working with a good sense of humour.

I am coming towards the end of my level 2 Forestry and Arboriculture course at Plumpton College and am looking to progress on to an apprenticeship within the industry. Using strong hand-to-eye co-ordination and tree planting skills, I am capable of completing a large range of forestry tasks. I am hard-working in nature as well as being punctual and reliable.

Level 2 Motor Vehicle Maintenance qualified individual who is looking for an apprenticeship opportunity. Keen to apply knowledge gained at college in a work-based setting. Excellent communication and problem-solving skills as well as being a strong team player. Polite, well-mannered and confident when working with new people and customers.

Skills to highlight in a personal statement

Excellent communication skills	Enthusiastic and motivated
Organisation skills	Customer service skills
Creative ideas	Working to deadlines and targets
Proven ability to work independently or within a team	Extensive knowledge of Microsoft packages
Able to work well under pressure	Able to follow instructions and prioritise tasks
Good interpersonal skills	Flexible, willing to learn new skills
Positive and responsible attitude	Experience in stock rotation
Self-motivated	Good team player

Action words you can include

Accurate Confident Flexible Perceptive Adaptable Consistent
 Friendly Proficient Creative Hard-working Reliable Dedicated
 Successful Calm Efficient Imaginative Logical Skilled Keen
 Enthusiastic Competent Experienced Versatile Organised Willing
 Trustworthy Capable Resourceful Qualified Participated Achieved
 Productive Communicated Effective Improved Thorough

You can describe yourself and strengths using the following: - 'I am...'

Skilled at ..
 Excellent at...
 A skilful...
 Able to...
 Competent in ...
 Very good at ..
 Familiar with...
 Qualified to...
 Extremely good at...
 Talented at ..