

Personal Profile Pack

Name: _____

Form: _____

Form Teacher: _____

Personal Profiles

The first part of a CV is really important as this is the first thing the employer will read. The Personal Profile is, however, the part that many people struggle with, either thinking of anything to write at all or making the profile interesting and relevant.

There are some basic rules to follow:

- Your profile is about your personal skills and experience, outlining what you have done or can do.
- Never copy someone else's profile.
- Never write anything because you think it's what the employer wants to hear i.e. reliable and hard working. The world is full of "honest, hardworking individuals". A well thought out personal profile will stand out from the crowd.
- Don't write the obvious in your profile- if you are a qualified plumber the assumption is you can change a tap.
- You must be able to back up the information in your profile e.g. if you say you "are able to work to a high degree of accuracy" you should indicate where/when you proved these skills. If you can't prove it, don't write it!

Examples:

The profiles below are good examples -do not copy them, make up your own!

As a qualified Plumbing & Heating Engineer with 12 years' experience of working on large industrial and small domestic installations, I am well organised and reliable, and pride myself on working to a high standard. Many of my past customers have provided references testifying to the quality of my work. I have updated my skills and knowledge throughout my career and provide excellent customer service.

My experience in a variety of hospitality related work, means that I can adapt to many different working environments. I am friendly and outgoing, and communicate well with the public. A variety of social activities that I am involved in have enabled me to gain experience of using Microsoft Office packages and basic administrative work.

As an experienced administrator I am used to working in a high pressure environment meeting tight deadlines. I enjoy working as part of a team but also have had to work on my own initiative to achieve objectives. I have excellent communication skills and enjoy meeting new people.

A dedicated and self-motivated person with 8 years' experience in the engineering field backed up by a proven record of achievement. Worked on both individual and team projects. Personal strengths include the ability to work accurately under pressure, flexibility and a desire to succeed.

My work experience is wide ranging, covering manual work outside in the elements as well as in a factory environment. I am always keen to develop new skills and am a quick learner. Most of my employment has involved working as part of a team, with or without supervision, have a good sense of humour and get on well with people at all levels.

Personal Profiles

Here are some prompts that may help you identify your personal achievements and personal qualities - remember you need to back up what you say about yourself.

Achievements

• Achieved	• Administered	• Advised
• Analysed	• Built	• Communicated
• Compared	• Compiled	• Completed
• Conceived	• Coordinated	• Created
• Designed	• Developed	• Devised
• Directed	• Enabled	• Ensured
• Established	• Expanded	• Generated
• Guided	• Headed	• Identified
• Implemented	• Improved	• Initiated
• Instructed	• Interpreted	• Introduced
• Led	• Maintained	• Managed
• Mediated	• Monitored	• Negotiated
• Operated	• Organised	• Persuaded
• Prepared	• Presented	• Produced
• Promoted	• Redesigned	• Reduced
• Reorganised	• Represented	• Resolved
• Resolved	• Restructured	• Revised
• Sold	• Solved	• Strengthened
• Supervised	• Trained	• Undertook

Personal Traits

• Analytical	• Assertive	• Capable
• Careful	• Committed	• Competent
• Competitive	• Conscientious	• Creative
• Determined	• Efficient	• Empathetic
• Energetic	• Enthusiastic	• Experienced
• Flexible	• Friendly	• Independent
• Inquisitive	• Methodical	• Motivated
• Open minded	• Outgoing	• Patient
• Practical	• Professional	• Qualified
• Realistic	• Responsible	• Versatile

Personal Profiles

Here are some prompts that may help you identify the differences between leisure and social activities that you may use on your CV.

Leisure Activities

• Bird watching	• Building models
• Caring for pets	• Climbing
• Completing crosswords	• Cookery
• Collecting stamps/coin	• Cycling
• Dancing	• DIY
• Dressmaking	• Electronic projects
• Fishing	• Gardening
• Keeping fit	• Keeping tropical fish
• Making pottery	• Motor racing
• Painting	• Photography
• Playing musical instruments	• Rambling
• Reading	• Sailing
• Using your home computer	• Voluntary work
• Watching/playing sport	• Wine making

Social Activities

• Active member of a parent teacher association
• In the St John's Ambulance brigade
• In the British Red Cross
• On a local committee
• In the Special Constabulary
• Member of a choir
• Member of a sports team
• In a musical group
• Attending adult education classes
• Involved with scouting/guiding
• A youth club leader
• In an angling club
• In a photography club
• Member of any other organisation
• Involved with church activities
• Involved with your children's social activities i.e. swimming, dancing etc.

Personal Profiles

The following questions are designed to get you thinking about information you could include in your personal profile. You could work with a partner to find out about each other, as it's sometimes easier to talk to someone when you're trying to work out this information.

1. *What types of activities do you like best? Think about the types of work you have enjoyed in the past, the particular role you enjoy being in; hobbies and interests.*

2. *What are you good at? Think about things you have had particular success with in previous schools, jobs, college, leisure time etc., and identify the skills that helped you gain this success.*

3. *What do you like about yourself? (Think about your personal qualities and abilities which make you feel good.*

4. *What do other people like about you? (Think about what people say you are particularly good at- you may not agree, but why do they like a particular quality in you?)*

5. *What are the most important achievements in your life? Think about achievements at school, work and in your persona/life.*
