

What is a personal statement?

Keep it short, simple and specific.

Before you start

- ▶ **FAST TOMATO** which is an interactive careers education platform which matches personal profiles to specific jobs and gives guidance on pathways.
- ▶ It is a really effective source of Careers Information.
- ▶ The next slide gives you information on how to login.

Fast Tomato login

Fast Tomato

Getting Started...

Go to the Fast Tomato Website



Enter your name, registration code - WEDG
and school year



Click **REGISTER**



Confirm your centre, then click **START FAST TOMATO!**



Complete the questionnaire



You can then investigate careers and find out about
which options to take, courses to study, where to study
and much more...

www.fasttomato.com

Tel: 01442 867300
Email: support@fasttomato.com

Where do you find a personal statement

- ▶ Personal statements are requested by Further Education Collages, Higher Education Universities, Training providers, Apprenticeship providers and employers.
- ▶ They are found on:
 - ▶ Application forms
 - ▶ CV's

What is a personal statement?

- ▶ **The personal statement is your chance to:**
 - ▶ **show off your strengths**
 - ▶ **shout about your achievements**
 - ▶ **share your career aspirations.**

Your personal statement

- ▶ **Your personal statement should be:**
 - ▶ **a small, bite-sized representation of who you are as a professional**
 - ▶ **and what you have to offer in terms of experience and ambition.**

The main purpose of a personal statement

- ▶ **The main purpose of a personal statement is to:**
 - ▶ **convey who you are**
 - ▶ **why you're the best person for the job.**

The main purpose of a personal statement

You must show that you are:

- ▶ **Interesting**
- ▶ **Interested**
- ▶ **Able to apply your experiences and achievements to make the reader want to meet you.**

The main purpose of a personal statement

- ▶ **All personal statements should be tailored to the role in question. No exceptions.**
- ▶ **Show them that you are passionate about your chosen career and make specific references when linking your skills to the role requirements.**

Start by answering the following three questions:

- **Why do you want to work in this industry?**
- **What skills make you right for the role (hint: use the job description)?**
- **And where do you want to go in your career?**

School leavers should always focus on

- ▶ **What you can bring to the business**
- ▶ **The knowledge and skills gained through education, rather than employment history.**
- ▶ **Soft skills are also a great place to start.**

School leaver personal statement example 1

- ▶ A highly motivated and hardworking individual, who working towards my GCSE/BTECs, particularly aiming to achieve excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

School leaver personal statement example 2

- ▶ “Enthusiastic school leaver with five GCSEs looking for an apprenticeship in the engineering field. Possessing good written and verbal communication and an interest in engineering which has spanned my lifetime with a particular passion for electrics. For my GCSE Design & Technology project, I built a working calculator and was awarded an A*. Looking for a start in the exciting world of electrical engineering where I can learn a trade and realise a lifetime ambition.”

Don't waffle or brag! But do use impact words.

- | | | | |
|----------------|-----------|-------------|-----------|
| ▶ accomplished | achieved | completed | created |
| ▶ developed | enhanced | expanded | generated |
| ▶ implemented | increased | negotiated | organised |
| ▶ prevented | produced | transformed | |

How to write a personal statement

- ▶ Your personal statement should include a brief overview of who you are, your strengths and any work experience and/or education you've got.
- ▶ Be sure to include skills you've gained, such as time management, customer service, teamwork, computer skills etc.
- ▶ Make sure you don't clutter it up with boring business speak, and banish clichés such as 'hard worker' and 'works well individually or as part of a team'.

How to write a personal statement

- ▶ Even if you have little-to-no work experience, you can find other ways to sell yourself, include your hobbies and interests that demonstrate skills which are relevant to the job you're applying for:
- ▶ Captain of school hockey team, a prefect (shows leadership)
- ▶ Volunteer/community work, a PAL, Duke of Edinburgh (shows you're proactive)
- ▶ Babysitting shows that adults trust you with the responsibility of looking after their children.
- ▶ Examples that demonstrate your ability to be part of a team