

Creating a personal statement for your CV

Work in pairs. Ask each other about your past experiences. These may not be in a traditional working role, think about your hobbies and other life experiences such as volunteering. Now identify the strengths and skills these experiences demonstrate.

1

All about:

By...

2

Take some notes about your partner.

Experience

Strengths, skills and personal qualities

3

Write up a personal statement for your partner using the strengths and skills you identified from your discussion.

4

Swap sheets and take a look at the personal statement your partner has written about you. What do you think? What changes would you make?