

Updating your profile Worksheet

Learning outcomes

This activity will help you to:

- ★ access and update your profile on My World of Work
- ★ know the importance of continuing to update your profile

Activity

Introduction

Use your profile to reflect on all the things that make you who you are. Think about your skills, strengths, interests and achievements and how you use these in everyday life.

It is important to regularly update your profile so you can reflect on your development.

Activity on next page...

Instructions



Before you start

- ★ Sign into your My World of Work account www.myworldofwork.co.uk
- ★ If you do not have an account, click 'register' at the top right-hand side of the homepage. If you need help to do this, watch this [video](#) on how to register



Update your profile

- ★ Access your profile via your account and check what sections need updated
- ★ Ensure you have completed all your tools and summary sections
- ★ If you have already completed your summary sections, check them to see if they are up-to-date and reflect your current tool results
- ★ Need help writing your summaries? Look at the [tutorial guide](#) in the summary sections
- ★ Have you recently developed any new skills? Make sure you capture this in the skills summary of your profile
- ★ You can also update your Education and Experience sections of the profile
- ★ Think about anything you have done that you are proud of. This information can be recorded in the Achievements section of your profile
 - Is there anything new that you'd like to add?
 - Remember your achievements can be from schoolwork, activities at home, hobbies, supporting others etc.
- ★ You can use the guide 'Create and update your profile' below to help you



Thinking about starting to write your personal statement?

- ★ To begin writing your personal statement select 'Create personal statement' at the bottom of your profile and view the drop-down menus to read through the information
- ★ You can identify the key information you want to highlight and start to draft your personal statement

Activity on next page...



Tips to help you

- ★ Remember you will be able to add more to your profile throughout your time in school
- ★ You can share your profile at any stage to get advice from others and to show progress by clicking 'Share profile'

Next

You should review and update your profile on a regular basis.

Your profile information can support you when creating a CV, completing job or course applications and preparing for interviews.

You can continue to explore My World of Work to support your career education.

Create and update your profile - Guide

Your profile is the place to add information about yourself.

You can write about things you have learned about yourself from doing the tools on My World of Work. In your profile you can write summaries for the About Me, Strengths and Skills Experience tools.

You can add other information to your profile about:

- ★ your school, subjects and qualifications
- ★ any experience you have from working or volunteering
- ★ any achievements that you are particularly proud of

You can use the information you add to your profile to help you write a personal statement.

Your personal statement can support job, college and university applications and preparing for interviews.

The guide below helps you complete all sections of the profile.

If you are ready to complete your personal statement you can go straight to that part of the guide.

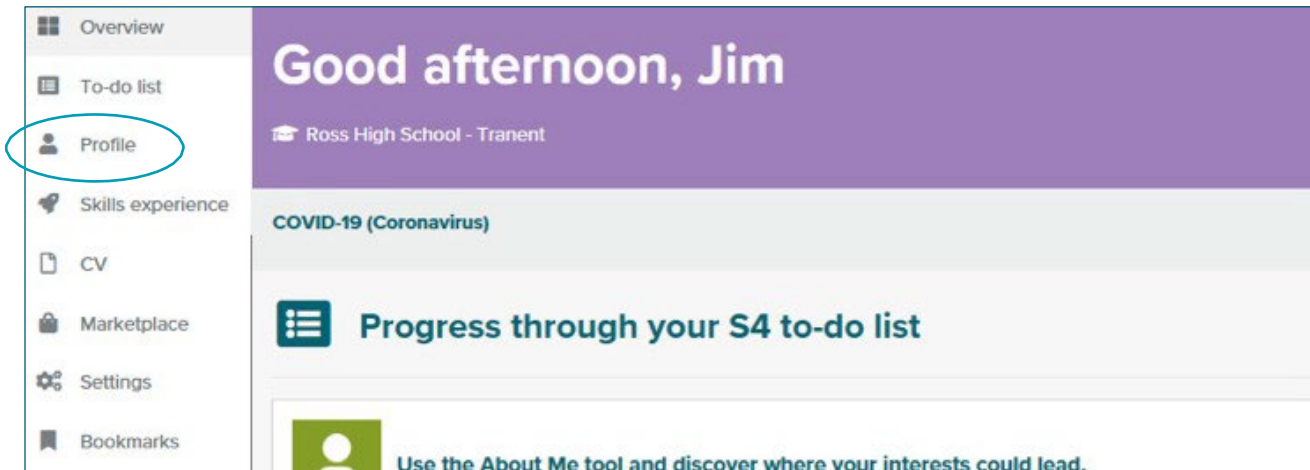
Make sure you have signed into My World of Work and access your profile in your account.

Note: the pictures in this guide show what My World of Work looks like on a computer screen. If you use a mobile device, for example your phone or a tablet, My World of Work will look different and things may be in different places on your screen.

Activity on next page...

Open your profile

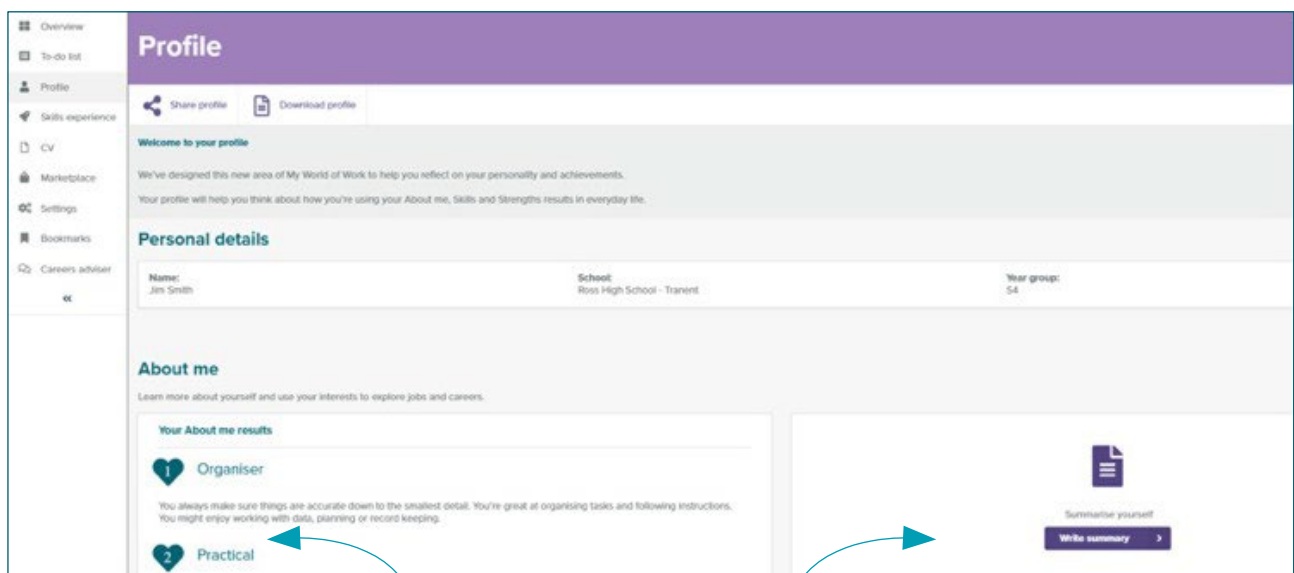
1. Sign in to www.myworldofwork.co.uk to open your account. It will open on the account overview page
2. Click on 'Profile'. You will find this in the list on the left-hand side



Learn about yourself from the My World of Work tools

My World of Work has tools you can do to learn more about yourself. The first tool in the list is 'About Me'.

3. Read your results from the 'About Me' tool.
4. Click on the "write summary" button on the right-hand side of the page. A "Summarise yourself" box will open



See the results of your
'About me' tool here

Click the
"Write summary" button

Activity on next page...

Write your summaries

5. Use this space to write a summary of the results from 'About me'
6. Need help? Read the online tutorial to help you write your summary
7. Click "save summary" when you have finished writing

1. Click here to read the tutorial on writing a summary

The screenshot shows the 'Summarise yourself' page. At the top left is a 'Back to profile' button. The main heading is 'Summarise yourself'. Below it are three bullet points: 'Look at the three personality types in your results', 'Read the description, picking out the words that relate most to you', and 'If you're good at working in teams, for example, think about a time when you worked well in a team'. Below the text is a large text input box with a 'Get help to start writing your summary' link. At the bottom right of the input box is a 'Words: 0, Characters: 0/1000' counter. At the bottom right of the page is a 'Cancel' button and a 'Save summary' button with a right arrow.

2. Write your summary in the box here

3. Click the "Save summary" button

8. After you have saved your summary, click 'Back to profile', in the top left-hand corner

This screenshot is identical to the previous one, but the 'Back to profile' button in the top left corner is circled in red to indicate it should be clicked after saving the summary.

Activity on next page...

On your profile page, you can see your results from other tools you have completed on My World of Work.


9. Complete steps 5 to 8 for all the other tools you have completed:
- Skills experience
 - Strengths

Skills

Use your skills to find career choices suited to you and make those big decisions easier.

Your skills experience

You have added 3 skills experiences. Adding more will make it even easier to update your Skills statement on your profile.




Summarise your skills

[Write summary >](#)

Strengths


Find out how your strengths can help you when it comes to jobs and career decisions.

Often Less often



Hard Worker


You are an extremely hard worker. You put a lot of effort and energy into your work. You enjoy putting in extra hours and are capable of working longer than most other people. You know that you work harder than others and you enjoy it. You're most likely to say "You only get out what you put in."



Curiosity


You're inquisitive by nature and are interested in everything. You love exploring and finding out about new things, seeing where your curiosity will lead you. You'll always try to find out more about the things you like, whether it's about what's happening with your friends, or finding out more about the bands you're into. You're most likely to say "Often more..."

Often 25



Motivator

You love to inspire other people to get things started. You enjoy starting new projects and encouraging others to get involved. You get people excited about new projects. You motivate them to work on things that otherwise they might never have done. You're most likely to say "Together we can do it!"

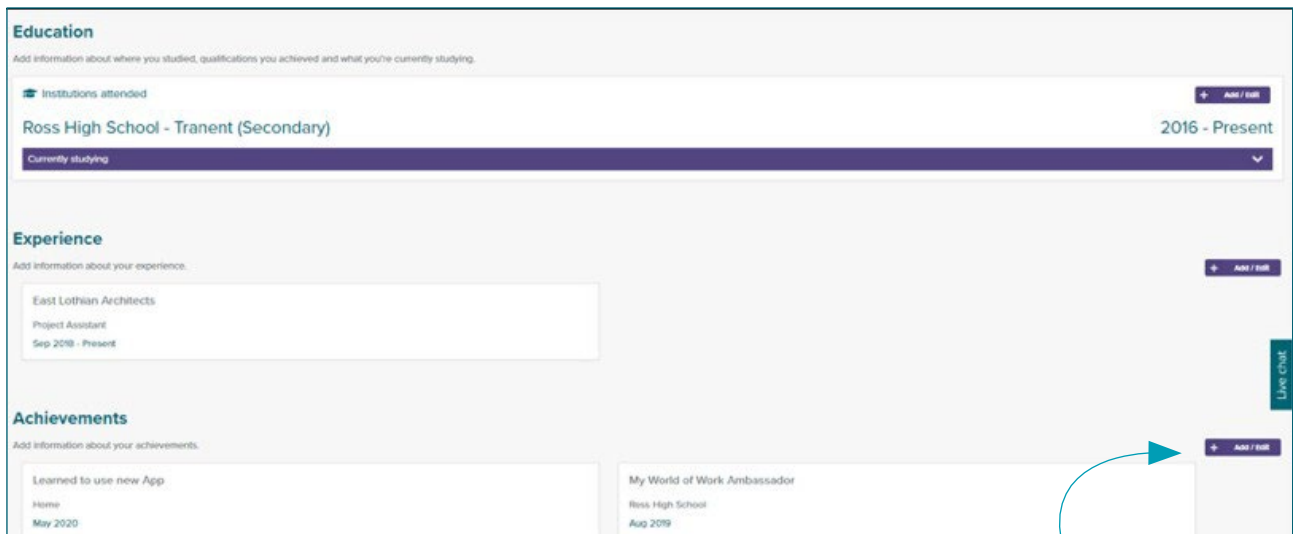


Summarise your strengths

[Write summary >](#)

Activity on next page...

10. In each of these sections, you can enter information by clicking on Add/edit

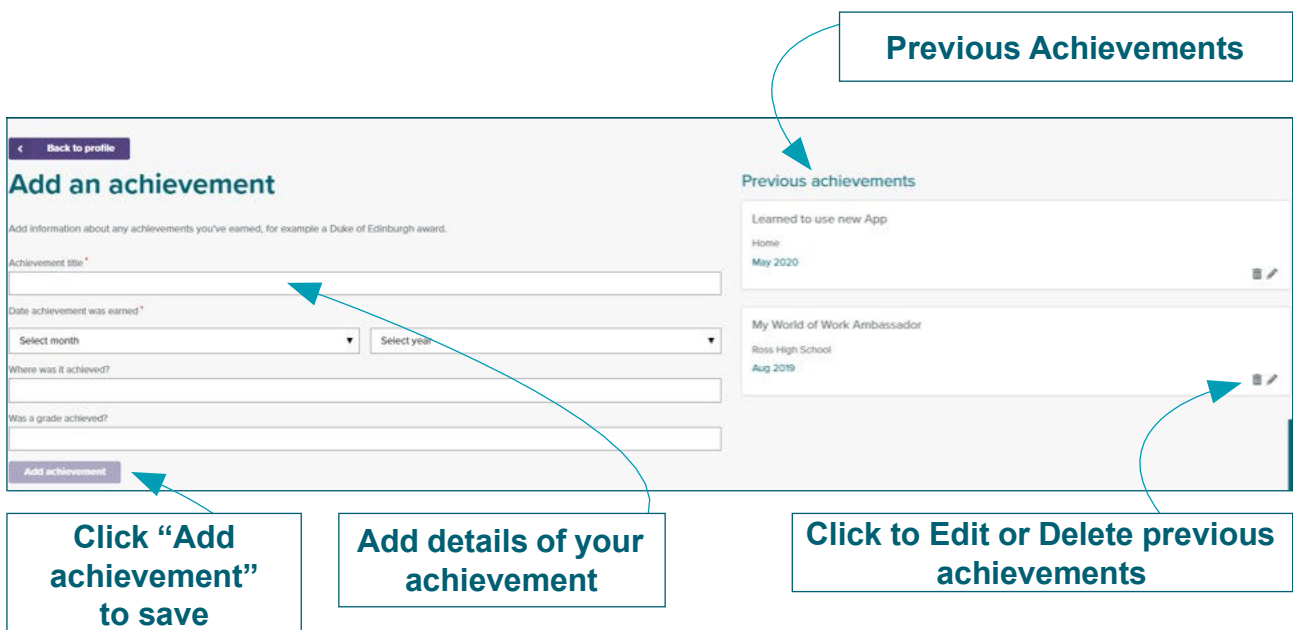


Click to Add/edit information to section you are working on

11. In the “Education” section you can enter details of schools attended, qualifications achieved or currently studying

12. In “Experience”, you can enter details of employment, work experience or volunteering

13. In “Achievements” you can enter details of anything you are particularly proud of. This could be something you did at school or outside of school



Click “Add achievement” to save

Add details of your achievement

Click to Edit or Delete previous achievements

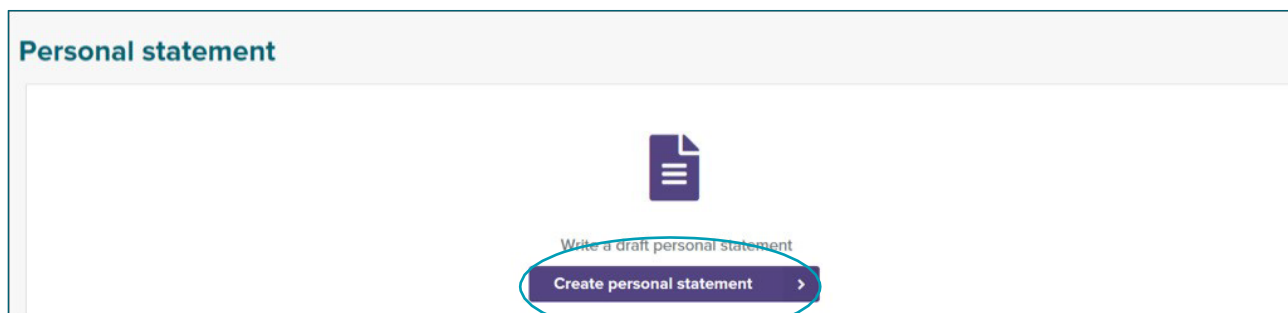
Activity on next page...

Writing your personal statement

At the bottom of the profile page, there is a section to create your personal statement based on the summaries from each section you have completed

14. Click on “Create personal statement” to start:

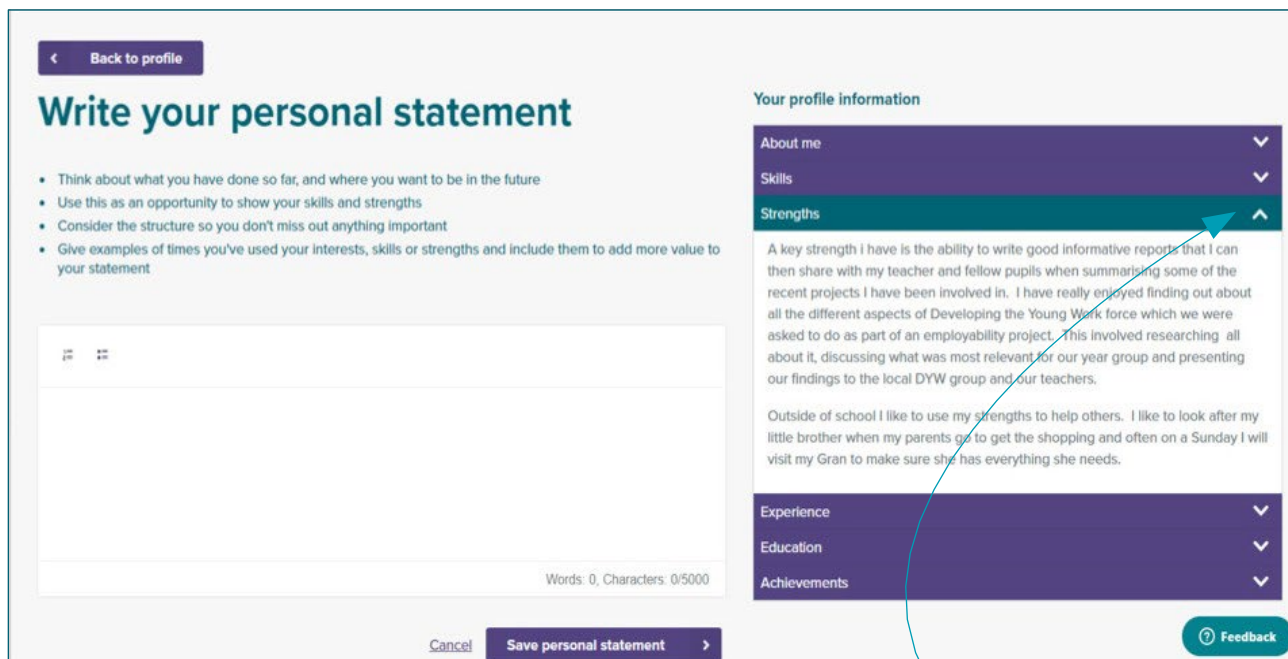
- ★ If you have previously started drafting your personal statement, select ‘Edit personal statement’



★ You can now begin to create your personal statement

★ On the right-hand side are the headings from the individual section summaries you have completed – see below

15. Click on the arrow of each summary heading. This will show the summary you have written for you to refer to



Click on arrows to view the summary of each section

Activity on next page...

Once you have completed your personal statement you can save it by clicking “Save personal statement”

- ★ This will return you to the profile overview page where you can then share or download your profile. Downloading your profile also allows you to print it.

