



# Updating your profile and creating your personal statement Lesson plan

### Aim

For young people to complete their profile on My World of Work and create a personal statement.

### Mapping

CES 'I Can' Statements	CMS Themes and competencies
<ul style="list-style-type: none"> <li>★ I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes</li> <li>★ I can draw appropriately on evidence from my skills profile to help me complete application forms, CVs and when practising interview techniques</li> </ul>	<ul style="list-style-type: none"> <li>★ Self: I develop and maintain a positive self-image</li> <li>★ Self: I am aware of how I change and grow throughout my life</li> <li>★ Strengths: I am aware of my skills, strengths and achievements</li> </ul>

### Learning Outcomes

Young people will understand how:

- ★ to access and update their profile on My World of Work
- ★ to use information from their profile to create their personal statement
- ★ developing their personal statement can support job, college and university applications

Activity on next page...



## Development of Activity

### Introduction – Context of lesson

The profile tool on My World of Work allows pupils to record information about their interests, strengths, skills and achievements. As well as education and experience.

This activity will help pupils to create a personal statement using the information in their profile. Their personal statement can be used to support job, college and university applications. It can also help them to create their CV and to prepare for interviews.

### Instructions

#### Before you start

- ★ Sign into your My World of Work account [www.myworldofwork.co.uk](http://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
- ★ If you have not already done so, complete your profile summary sections using your results from the core tools; About Me, Strengths and Skills
- ★ Need help writing your summaries? Look at the [tutorial guide](#) in the summary sections
- ★ Update your Education, Experience and Achievements within your profile
- ★ You can use the guide 'Writing your personal statement in your profile below to help you

#### Create your personal statement

- ★ To begin writing your personal statement select 'Create personal statement' at the bottom of your profile
- ★ In the page for writing your personal statement use the drop-down menus to read through the information in the sections of your profile
- ★ The information in the drop-down menus will help you to structure and highlight the most relevant information for your personal statement
- ★ Think about your future goals when writing your personal statement
- ★ If you have a course or job in mind, think about why you want to apply for these opportunities and why you think you would be suitable for them
- ★ Once you have completed your personal statement, re-read it and you can ask others to provide feedback

**Activity on next page...**

### Tips to help you

- ★ Make sure your personal statement sounds positive and shows enthusiasm
- ★ If you have a course or job in mind, highlight any research you have done in your personal statement
- ★ You can share your profile at any stage to get advice from others and to show progress by clicking 'Share profile'
- ★ Your personal statement can be refi and updated at any stage
- ★ Some advice on writing a personal statement for a UCAS or college application: [www.myworldofwork.co.uk/tutorial-writing-personal-statement-ucas-or-college-application](http://www.myworldofwork.co.uk/tutorial-writing-personal-statement-ucas-or-college-application)

### Follow-up

Young people should start to think about how the information in their profile can help them in their career. Their personal statement can be used to support job, college and university applications.

The profile information can also support pupils when creating their CV and preparing for interviews.

Young people should be encouraged to review and update their profile on a regular basis.