

# Updating your profile and creating your personal statement Worksheet

## Learning outcomes

This activity will help you to:

- ★ access and update your profile on My World of Work
- ★ use information from your profile to create your personal statement
- ★ understand how your personal statement can be used to support job, college and university applications

## Activity

### Introduction

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

This activity will help you to create a personal statement using the information in your profile. Your personal statement can be used to support job, college and university applications. It can also help you when creating your CV and preparing for interviews.

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## Instructions



### Before you start

- ★ Make sure you have set up an account on My World of Work, [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) and sign in
- ★ 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

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### 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 refined 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)

### Next

Your personal statement can be used to support job, college and university applications.

The profile information can also support you when creating a CV and preparing for interviews.

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

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## Writing your personal statement in 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 core tools on My World of Work. The core tools on My World of Work are About me, Strengths and Skills.

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.

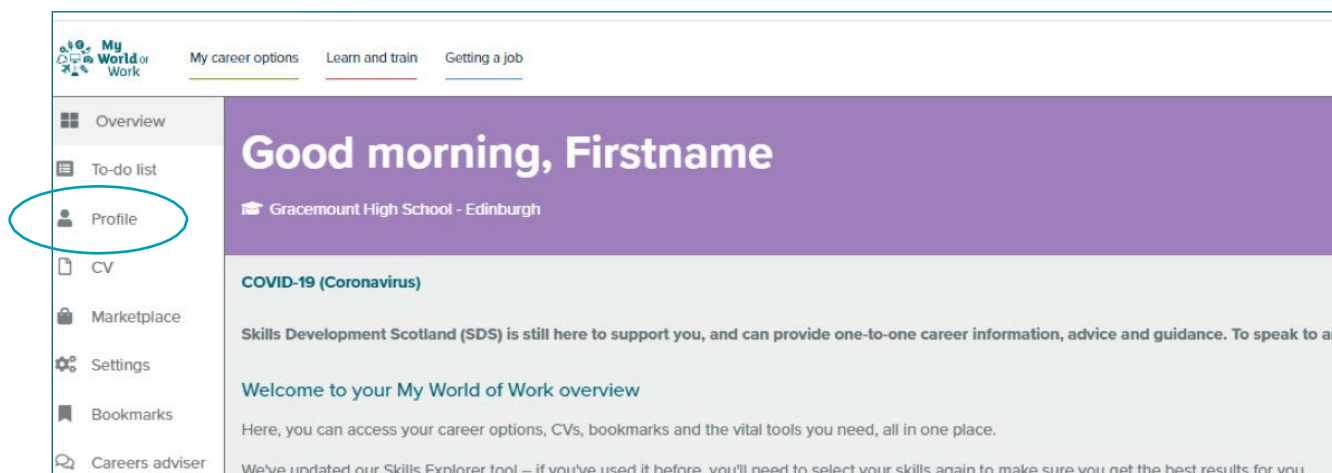
If you are ready to complete your personal statement you can go straight to that part of the guide.

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.

## Open your profile

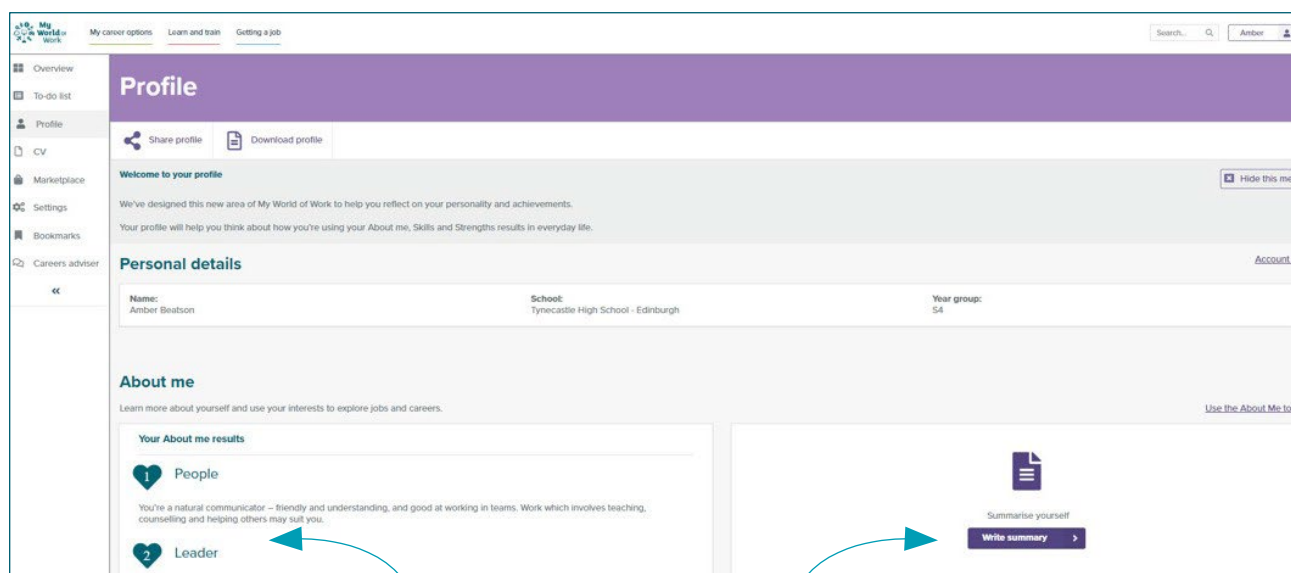
1. Sign in to [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) to open your account. It will open on the account overview page
2. Click on 'Profile'. You will find this in the list on the left-hand side



## 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, there is a 'Back to profile' button. The main heading is 'Summarise yourself'. Below it, there 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 bullet points is a link: 'Get help to start writing your summary'. In the center is a large text input box. At the bottom right of the input box, it says 'Words: 0, Characters: 0/1000'. At the bottom right of the page, there are two buttons: 'Cancel' and 'Save summary'.

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.

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## 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 core tools you have completed:

- Skills
- Strengths

The screenshot shows a web form titled "Summarise your skills" with a "Back to profile" link. The form includes instructions: "From your list, think about the skills you've developed while working on your school subjects", "For each skill, think about ways you have developed them. Have you taught yourself? Or did you learn by going to classes or training sessions?", and "Skills can develop in every situation. Stop and think about what you are doing and the skills you are using. Write those down as examples." Below the instructions is a "Get help to start writing your summary" link and a text input area. The text area contains the following content: "At school and in my extra curricular activities I have worked on and developed some key skills that I feel will help me not only when I am at school but also when I leave to either attend university or start an apprenticeship. While volunteering as a My World of Work Ambassador I have developed a range of skills including: 

- Collaborating
- Creativity
- Communicating
- Critical Thinking

 As a team we have delivered presentations to teachers, parents and our fellow pupils. Education Maths has helped me to develop my awareness and carbon awareness to help me reduce emissions which I really enjoy. With Maths I've all about decisions and research skills and making sure that I can communicate my findings with the teacher and my". At the bottom of the text area, it says "Words: 156, Characters: 929/1000". To the right of the form is a "Your skills experience" section with a list of skills: "Environmental Clean Up", "Community volunteer", "Firearms Evening", "Supported OAPs to get food during Covid crisis", and "My WOW Ambassador". Each skill has a dropdown arrow. A "See all skills experiences" button is located at the bottom right of this section. At the bottom of the form are "Cancel" and "Save summary" buttons.

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**As you progress through school you can update your profile and include information such as:**

- Education
- Experience, include any part-time jobs, volunteering
- Achievements

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

The screenshot displays a user profile page with three main sections: Education, Experience, and Achievements. Each section has a sub-header and a brief instruction. The Education section shows 'Institutions attended' with a list item for 'Ross High School - Tranent (Secondary)' from '2016 - Present' and a 'Currently studying' dropdown. The Experience section shows 'East Lothian Architects' as a 'Project Assistant' from 'Sep 2018 - Present'. The Achievements section is currently empty. Each section includes an 'Add / Edit' button. A callout box with a blue border and text points to the 'Add / Edit' button in the Experience section.

**Click to Add/edit to add 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

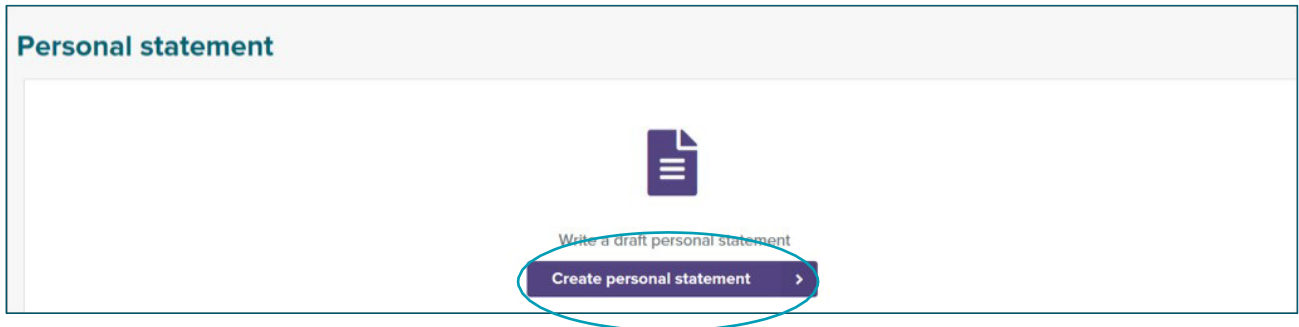
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## Writing your personal statement

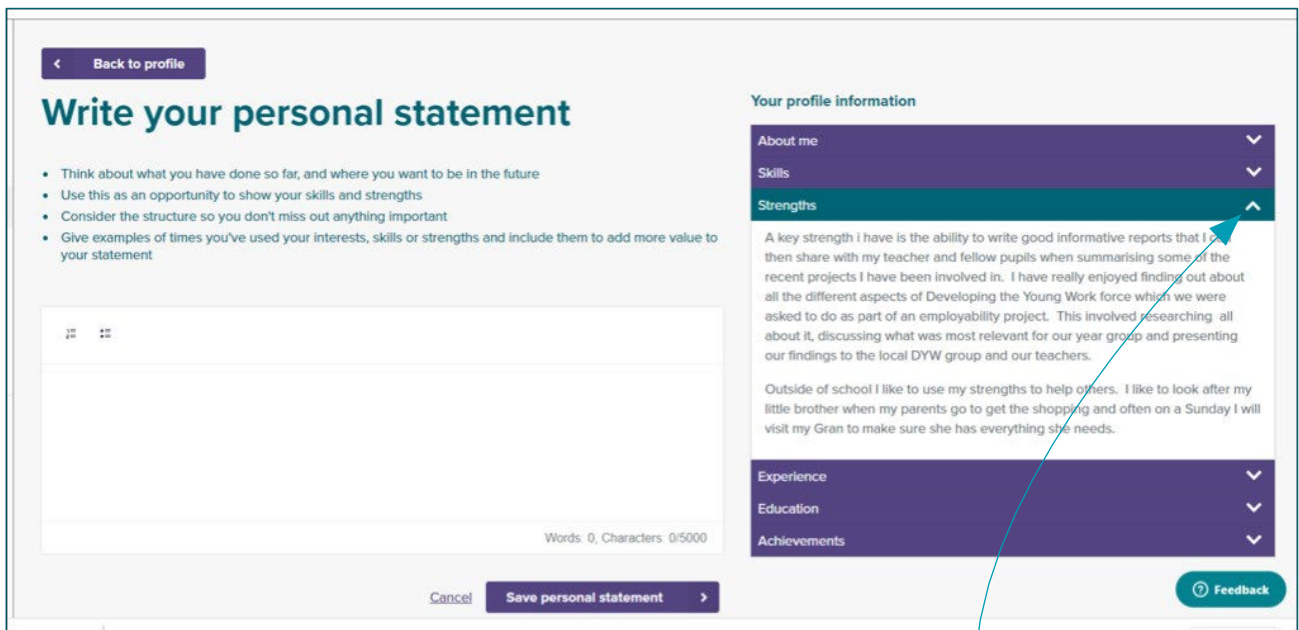
At the bottom of the profile page, there is a section to create your personal statement based on the summaries from each section you have completed

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...

16. You can now create a personal statement in the text box

The screenshot shows a web form titled "Write your personal statement". At the top left is a "Back to profile" button. Below the title are three bullet points: "Think about what you have done so far, and where you want to be in the future", "Use this as an opportunity to show your skills and strengths", and "Consider the structure so you don't miss out anything important". Below these is a large text area with a "Words: 0, Characters: 0/5000" counter. At the bottom are "Cancel" and "Save personal statement" buttons. On the right, a "Your profile information" sidebar contains sections for "About me", "Skills", "Strengths" (with a sample text), "Experience", "Education", and "Achievements". A "Feedback" button is in the bottom right. Callouts point to the "Back to profile" button, the text area, and the "Save personal statement" button.

**Click to return to profile**

**Create personal statement in text box**

**Click "Save personal statement"**

17. Once you have completed your personal statement you can save it by clicking "Save personal statement"

18. Click on "Back to profile". 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.

The screenshot shows a purple header with the word "Profile" in white. Below the header are two buttons: "Share profile" with a share icon and "Download profile" with a document icon. Below these buttons is a grey bar with the text "Welcome to your profile". A callout points to both the "Share profile" and "Download profile" buttons.

**Share or download your profile**


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- ★ You can review and update your personal statement by clicking on “View personal statement” or “Edit personal statement” at the bottom of the page

**Personal statement**

I am a hard working student and at school and in my extra curricular activities I have worked on and develop start an apprenticeship.

I am good at working as part of a...

**View personal statement** 

**Edit personal statement** 

**Click “View personal statement”**

**Click “Edit personal statement”**

The image shows a screenshot of a personal statement interface. At the top, there is a header "Personal statement" in a dark teal font. Below the header, there is a text area containing two lines of text: "I am a hard working student and at school and in my extra curricular activities I have worked on and develop start an apprenticeship." and "I am good at working as part of a...". At the bottom of the text area, there are two dark purple buttons. The left button is labeled "View personal statement" and has a white eye icon to its right. The right button is labeled "Edit personal statement" and has a white right-pointing arrow icon to its right. Below the screenshot, there are two callout boxes. The first callout box, on the left, is labeled "Click 'View personal statement'" and has a teal arrow pointing to the "View personal statement" button. The second callout box, on the right, is labeled "Click 'Edit personal statement'" and has a teal arrow pointing to the "Edit personal statement" button.