**Writing a Personal Profile**

**Why do you need a personal profile?**

A personal profile can be used in your CV or College or University application. It is a chance for you to sell yourself to the reader and should provide a summary of your skills and experience. You should also make sure it is relevant to what you are applying for.

On your CV, your personal profile is generally the first thing you include and is a brief, personal summary for prospective employers to make you stand out from the competition.

On your College or University application it will be more detailed and will help you gain a place on your chosen course.

For a cv, your personal profile needs to be short and to the point. It should outline who you are, your skills and strengths that are **relevant to the job** you are applying for and your future career goals.

**For example:**

‘Motivated, reliable and proactive former school netball captain with excellent grades in English, Maths, Art and PE. Good customer service skills gained through practical work experience in a variety of part-time and voluntary retail roles. Looking to build on my skills and experience in a full-time retail role.’

Write below the skills and strengths needed for your chosen job role:

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Make sure you capture these skills and strengths in your personal profile.

In the CV section, you will find an example CV which outlines what information you should include.