

PERSONAL PROFESSIONAL STATEMENT

Creating a personal profile is good preparation for your CV and professional presentation

- 1 Many people need to write a personal profile as part of an application for a place at university or for a new job.

Quickly read this personal profile and match paragraphs A–D to the descriptions below.

- ☐ Summary of main skills and qualities
- ☐ Leisure activities
- ☐ Present responsibilities and skills
- ☐ Experience and achievements

A I am currently a student at Leeds University, completing a degree in History. As a member of the Student Union Executive Committee, I am actively involved in the day-to-day running of student life. The Committee takes responsibility for improvements to student facilities, coordinating student events such as concerts and sports days, as well as fund-raising activities such as Rag week. I play a large part in organizing these events, my role specifically being to oversee publicity and manage the budgets. These responsibilities test my leadership as well as my organizational and negotiating skills.

B For many years I have been keenly interested in journalism. While I was at school, I helped to run the school magazine, and in my first year at university I often contributed articles to the Student Magazine, 'Juice'. Running and writing a magazine requires the ability to produce interesting, topical articles while working under pressure and meeting tight deadlines. The success of the school magazine shows that I managed to develop these abilities to a high standard.

C In my free time I enjoy watching films. I am a member of a local community film club and helped organize a short film festival last year. I contributed my own short video about student life to the festival, which was very well received. My involvement with this local community project has given me experience of organizing off-campus events as well as working with young people in the community.

D I believe I have made a positive contribution to both school and university life, as well as to the local community. I am confident and competitive, but also a good team worker. My natural enthusiasm has often helped me motivate others and achieve excellent results.

- 2 Read the profile again and answer these questions.

How does the writer contribute to university life? What skills has he developed?

- 2 What did the writer do at school?
- 3 What type of challenges did he experience?
- 4 Which hobby does he mention? What experience has he gained from it?
- 5 What qualities help the writer do a good job?

- 3 Complete the sentences with a verb from the box in the correct form.

take	manage	work	play
coordinate	meet	run	

- 1 Matt didn't want to _____ responsibility for the project. It was too much work.
- 2 Your education and experience _____ a large part in the skills you have to offer.
- 3 It's not easy to _____ a newspaper. You often have to _____ very tight deadlines.
- 4 People are sometimes most creative when they _____ under pressure.
- 5 Holly had to _____ a lot of people for the fundraising event.
- 6 He's no good at _____ budgets. He's hopeless at maths!

4 Write your own personal profile in 250–300 words. Use the guidelines below

Paragraph 1: Introduce yourself and what you do.

Talk about your current responsibilities and skills.

Paragraph 2: Talk about your past experiences and achievements. Highlight the personal qualities you developed as a result of them.

Paragraph 3: Talk about your leisure activities. Think about how they contribute to the skills and experience you already have.

Paragraph 4: Point out the main contributions you have made to your / university / work/projects.

Summarize your main skills and qualities.