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WRITING YOUR PERSONAL STATEMENT

Your personal statement should be added directly underneath your contact details. Remember, this is the first thing a recruiter or hiring manager will read on your CV, so you will need to impress.

Here's how to ensure yours does:



1. Introduce yourself

Tell the reader who you are and what level of experience you have.

“I’m a hands-on Finance Manager with strong stakeholder engagement skills and a results-driven attitude.”

2. List your skills and experience

Outline your key skills and evidence the achievements which set you apart from the competition.

“With six years industry experience, I’m able to increase visibility within a business, drive efficiencies and implement cost saving measures that increase profits and provide a greater return on investment.”

3. Explain your ambitions for the future

Finish by outlining what you are looking to achieve next in your career, ensuring it links to the role in question. This will instantly indicate to the hiring manager that you should be shortlisted for an interview.

“I would now like to develop my skills in a global business environment, where I can progress my career within accountancy.”

Dos and don'ts to remember

- | **DO** include relevant action verbs to evidence achievements
- | **DO** use keywords from the job description where relevant
- | **DO** keep your personal statement to around 150-200 words
- | **DO** tailor your personal statement to each role you apply for
- | **DON'T** switch between the first and third person (e.g. I have excellent interpersonal skills/Vanessa has excellent interpersonal skills)

