

## Your Future Conference 2018 – Help with Personal Statements

### **Tips to help you:**

This is a chance to tell the employer a little more about you. You need to make it interesting, relevant to the job and concise (don't waffle!)

Make sure you:

- Use full sentences, which are correctly punctuated.
- Use spell check and grammar check.
- Tell the employer about yourself and what you are interested in.
- Include key skills you have which are relevant to the job you are interested in.
- Talk about any extracurricular activities or roles of responsibility you have.
- Tell the employer about your long term career aims and how you intend to fulfil them.
- Mention your work experience and why you have chosen it.

### **Example of a Personal Statement:**

*I am currently reaching the end of year 10 at Burton Borough School and studying for my GCSE's. I am an enthusiastic, hardworking individual with a keen interest in practical subjects. I enjoy Maths, Science & DT and am currently on track to achieve 8 GCSE's at the end of year 11.*

*In my spare time, I like to socialise, read and take part in quizzes with my family. I am a member of the air cadets and have recently gained my duke of Edinburgh bronze award. I have also taken part in student panels at school during staff interviews.*

*I have taken part in numerous charity fundraisers at school to support nominated causes, including a sponsored walk, charity football match and cake stalls. This is something I am keen to continue.*

*For work experience this year, I have arranged as two week placement at Muller Dairies, working alongside their maintenance engineers. I am particularly looking forward to this as it will give me a chance to develop my skills and get a real insight into the world of work.*

*I have good written and verbal communication skills and a keen interest in engineering, which began at an early age. I have a particular passion for electrics and for my GCSE Design & Technology project, I am building a working calculator. When I leave Burton Borough I hope to gain an apprenticeship in the exciting world of electrical engineering where I can learn a trade and realise a lifetime ambition.*