

Core Skills

Personal profile examples

Content and alignment

A well-crafted CV is an essential document in today's employment market. No matter what position learners aspire to, the CV is often the doorkeeper to gaining access to an interview. This presents challenges for learners who have literacy difficulties.

Intent

Learners often lack models for the personal profile section of a CV, and can therefore be limited in what they might produce. This resource includes several models which can be used in a variety of ways to broaden learners' options. An example of how the models may be used is included in the resource: [Writing a personal profile](#)



Fig 1. Developing a CV: Writing a personal profile

Instructions

The profiles below include the following components:

- personal aims and ambitions
- statement of skills
 - hard skills
 - soft skills
- personality / disposition / personal attributes.

However, they do not all follow this order.

Activities can relate to identifying, analysing and evaluating these components of the profiles. Learners can also use the models to develop their own profiles. It is important to remind learners not to write things that are not true. It may be useful to ask learners to provide examples of how they have demonstrated what they have written. These examples could be used within the body of the CV.

Examples of Personal Profiles



Personal profile – Sport and Fitness

I am seeking employment in a position where my passion for health and fitness can assist others in their journey to physical wellness. I am currently completing a Level 2 Physical Education course and am enjoying the opportunities to learn new things. I have completed all course projects to a high standard and expect to complete the qualification this year. I am active in the community in a variety of sports, and have coaching experience in a range of ages and fitness levels. These opportunities have proven me to be dependable and reliable.



Personal profile - Engineering

I am seeking work in an environment where I can continue to develop my engineering skills, by learning from others and gaining experience in working on a variety of tasks. I am currently completing a Level 2 Engineering course and take every opportunity to learn something new. I have completed all course projects to a high standard and expect to complete the qualification this year. Although I have limited work experience, I work hard and learn quickly. I am dependable and reliable and won't let you down.



Personal profile - Labourer

I enjoy working hard, working with others, and completing challenging physical projects. I am fit and strong, and able to work within a range of environments that present challenging physical demands. I take pride in doing a job well and take every opportunity to learn something new. Although I have limited work experience, I am looking for an opportunity to prove my value and to gain experience. I would greatly appreciate an opportunity to do so.



Personal profile – Retail

I am a positive, confident and conscientious person. I am capable of working as a motivated team member, but am equally capable of working independently by adopting a practical approach and using my own initiative. I am trustworthy, hardworking and reliable with excellent communication and IT skills and the ability to adapt to new situations. I have a sociable personality with a friendly approach.



Personal profile – ECE

I am seeking an opportunity to join a team that believes in inspiring, exciting, and supporting young children to have a strong start in life. I have completed a Level 3 Early Childhood Education qualification and have had the opportunity to volunteer in several childcare centres. During these occasions I have proved able to establish a safe, productive environment in which children can be creative, courageous and curious. I am reliable, capable and committed to making a difference in the lives of young children. I work well under pressure and believe I would make a great addition to any team.