

## How to Write a Personal Statement

When applying for a job, you will more than likely be asked to write a personal statement detailing how your skills and experience make you a suitable candidate for the job.

Before you tackle this personal statement you must do the following preparation:

### 1. Read the Job Description

As you read the job description highlight any key skills that they are looking for so that you are aware of the important points to raise in your statement.

### 2. Read the Person Specification

Tick any requirements that you definitely fulfil and where you do not quite meet the recommended standards, take time to think of ways to address this. E.g. Although you may not have the necessary academic qualifications you do have enough work experience and the capability to be able to work to an equally high level.

### 3. Read through your CV

It is important that you are aware of the entries you have made in your CV so that you can draw upon any achievements or skills that you have already listed.

## Writing your Personal Statement

Once you have carried out the preparation as described above you will now be ready to write your statement following these simple rules.

### 1. Always back up any claims about your abilities with actual examples.

It is not enough to simply write, "I am a very organised individual who can work to strict deadlines". Always give evidence of how you have shown this. The examples that you give here will often be drawn upon in interviews, so make sure you are confident talking about them.

### 2. Ensure your statement clearly gives evidence of all the skills and qualities the employer is looking for in line with the job description and person specification.

Work through your previously highlighted job description and ticked person specification as a reminder of where to focus your attention.

### 3. Check your punctuation and grammar.

Employers will not look favourably upon poorly written statements that are scattered with spelling mistakes.

### 4. Read your personal statement out loud.

This is your final check to make sure that what you have written makes sense and that the supporting evidence you have given is strong enough.

### 5. Print out a copy of your personal statement.

This is for future reference so that when you reach the interview stage you are aware of the claims you have made in your statement and can be prepared for any questions that may be asked around this information.

Make sure that your personal statement stands out from the crowd – contact Words Worth Reading Ltd for fast and friendly [personal statement proofreading and polishing](#).