**NAME**

**Personal profile**

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| ***Summarise how would someone else describe you and explain your future ambitions/ career path and why you want that career .*** |

**Skills and Achievements**

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| **Transferable skills / Soft skills-** *Usually found on the* ***Person Specification*** | |
| Use specific skills from the Person Spec/ advert-E.G.   * Team Work * Leadership * Personal Motivation, Organisation and Time Management * Listening * Written Communication * Verbal Communication * Research and Analytical Skills * Numeracy Skills * Personal Development * Information Technology | ***Explain where you have used or demonstrated some of these skills.***    ***Choose the ones that are highlighted in the advert or person spec or are used within a profile of a career/ job you want. Use JED, National Careers Service or Prospects.***  ***Give personal, relevant examples to demonstrate- They could be from school, work experience,***  ***volunteering or extra-curricular etc. that show that you can meet the skill requirements*** |
| **Job Specific Skills-** *Usually found on the* ***Job Description*** | |
| Use specific skills from the job description-E.G.  Auditing Brake Alignments Building Maintenance C++ Programming Carpet Laying  Cleaning Composite Engineering Cooking Desk Top Publishing Drill Press Operation  Payroll Accounting Public Speaking | ***Look at the Job Description and pick out the Key Job Specific skills that you need***  ***Explain where you have used or demonstrated some of these skills. Choose the ones that are highlighted in the advert or Job Description or are used within a profile of a career/ job you want. Use JED, National Careers Service or Prospects.***  ***Give personal, relevant examples to demonstrate- They could be from school, work experience,***  ***volunteering or extra-curricular etc. that show that you can meet the skill requirements*** |
| **Career Management Skills-** Demonstrate to an employer that you **want to work** and have **made attempts to find out about the company/ industry** | |
| 1.**Self-Aware**-Recognise your own strengths and weakness  2.**Receptive**-Be open to new ideas and working in different ways  3.**Driven**-Be reliable, motivated, punctual, well-organised, hard-working  4.**Self-Assured**-Be willing to ask questions and seek more information  5.**Resilient-Learn** to cope with rejection and set-backs  6.**Informed**-Display an ability to search for job vacancies and complete background research  7.**Work-Readiness**-Make sure you are fully informed about the sectors you are interested in working in | ***Give specific examples from school, extracurricular, hobbies or work experience to show you have these skills.***  ***Employers want to know you are interested in managing your own career and have ambition*** |