**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.AuditingBrake AlignmentsBuilding MaintenanceC++ ProgrammingCarpet Laying CleaningComposite EngineeringCookingDesk Top PublishingDrill Press OperationPayroll AccountingPublic 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 weakness2.**Receptive**-Be open to new ideas and working in different ways3.**Driven**-Be reliable, motivated, punctual, well-organised, hard-working4.**Self-Assured**-Be willing to ask questions and seek more information5.**Resilient-Learn** to cope with rejection and set-backs6.**Informed**-Display an ability to search for job vacancies and complete background research7.**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*** |