

# TIPS AND ADVICE

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Today we're going to look at how to write a Personal Statement. This is a really important part of your CV and something a lot of people struggle to write. Follow these simple steps to make sure your Personal Statement stands out.

## ***Make it PERSONAL***

This may sound obvious, but make sure that it is personal to you and reflects who you are and what experience you have. Avoid saying 'I am a hardworking and determined individual'. This is really common and doesn't set you apart. Instead, focus on your unique skills!

## ***Show of your EXPERIENCE***

This is your chance to tell the employer why you are the person a company should hire. Do you have experience in the role or area you're applying for? Bring it out in your personal statement! 'I have 3 years experience working as waiting staff in various establishments' is the perfect opener and will stand out from someone who has no experience.

## ***Be SPECIFIC***

Your personal statement will be different depending on the job you're applying for. You need different skills for warehouse work, waiting staff and an office role, so make sure you alter your personal statement to appeal to different employers. For example, focus on your IT and organisation skills for an office based job, or your manual handling and time management skills for a warehouse job.