



## **PERSONAL STATEMENT GUIDANCE**

The first part of your CV, and introduction is your Personal Statement. A personal statement is a written account that summarises why you are suitable for a role, showcases your unique skills, experiences, and motivations.

As schools often receive a large number of CV's for a specific role, this statement needs to grab their attention and make them want to continue to read your CV. Statements that are too lengthy, too generic, AI generated, or are poorly written can have an affect on how your CV is received, even if you have impressive qualifications or experience.

Before we send your CV for a role, we may tweak your personal statement to best sell your skills and experience to the client. To help us do this it's important we have all the necessary information.

Before writing your Personal Statement it's always useful to note down some key points you wish to include. These may include:

- Amount of experience you have
- Subjects or year groups you specialise in
- Key skills
- Leadership/Management experience or extra responsibility
- Specific schemes of work you have experience with, that may be relevant to the role
- Success stories or intervention such as exam results, SATS, Ofsted, awards
- Pastoral, SEMHS, SEND experience
- Extra-curricular activities
- Relevant talents or hobbies
- What sets you apart/makes you stand out
- Personal attainments

Remember, being honest, reliable, hardworking, enthusiastic, passionate, are not key selling points, these are standard requirements!

It's time to sell yourself!

If you need more help, contact your consultant who can provide a template, questionnaire, or further guidance to assist.