

Writing a Personal Profile for your CV

What is a personal profile?

An Introductory paragraph at the beginning of your CV containing short summary of your background and career plans.

Why a personal profile is important?

To make your curriculum vitae stand out from the crowd.....

An initial overview to persuade the recruiter to want to read your curriculum vitae in depth and further to invite you for an interview

Key elements of a personal profile?

- Dynamic and interesting
- Clear, concise and to the point
- Use positive language
- Between 50 to 200 words max
- Relevant and Personalised
- Clearly explain your skills set, including your key competencies
- Previous experience, that is relevant to the role you are applying for
- Ensure you are able to give examples in an interview
- Tailor the profile around the job you are applying for....
- Style / Layout , Use a clear font – use same font / size throughout the whole document, 1.5 line spacing
- check, check, check spelling & grammar