

Future Ready:

Personal Statements & Application Forms



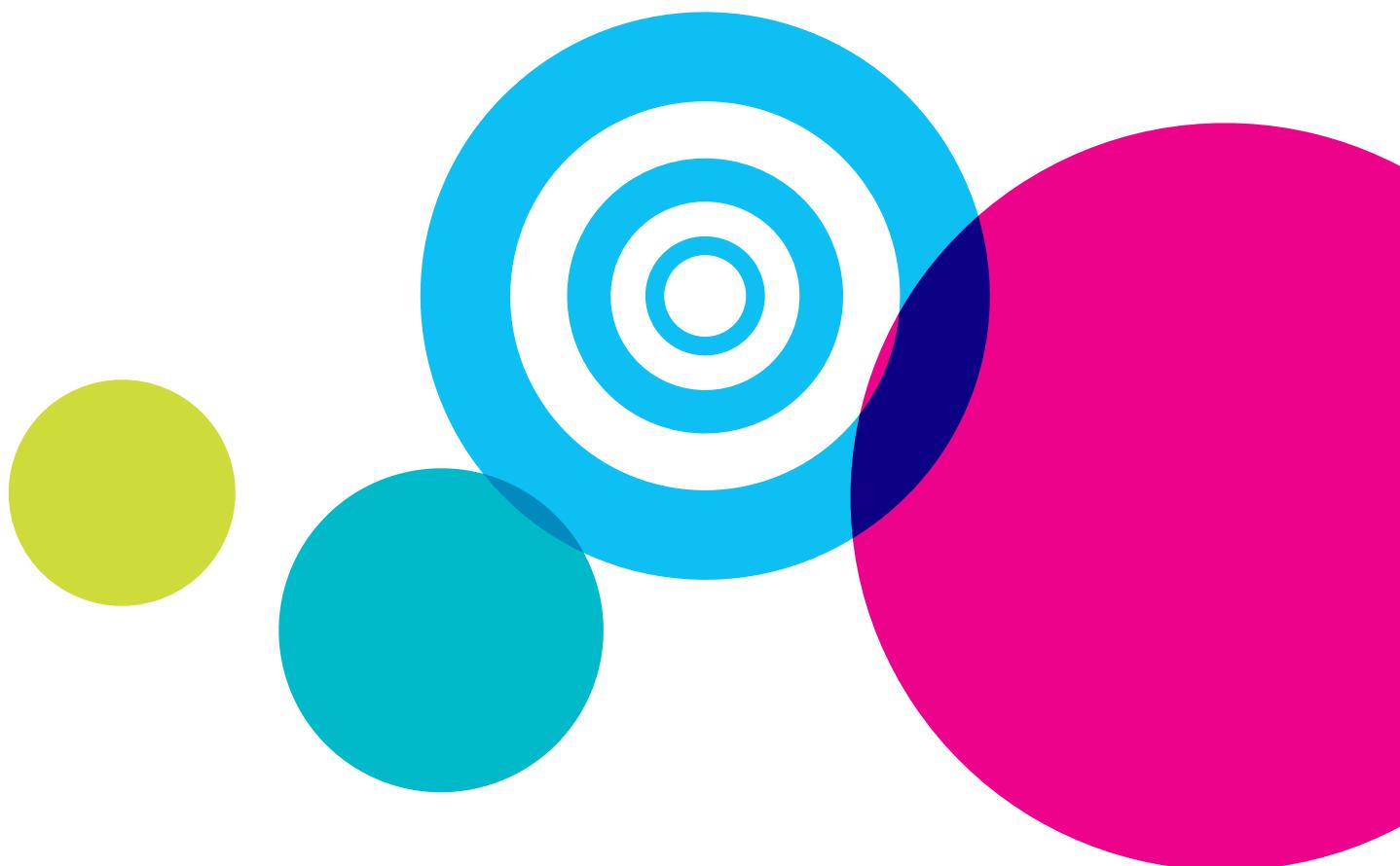
A Guide to getting the best out of them

Your CV/Personal Statement

Writing a personal statement well can put you way above any other applicant when applying for a job. When applying to Runshaw, we ask you to send us a personal statement and without preparation, this can be a challenge! We have designed this booklet to allow you to break down the content of your personal statement into manageable paragraphs focusing on key areas such as skills and experience.

You can use this booklet to firstly order, list and draft ideas - giving you the opportunity to reflect on aspects of your personality, as well as life experiences. Secondly, you can put those ideas together in paragraphs forming a personal statement to take with you to any interview/application in the future.

We have also included an example of a good and bad personal statement, which can be used to help visualise the end goal.



How should my personal statement/CV be broken down?

There is no ‘correct’ answer to this, but the following subheadings will give you a solid, focused statement, allowing you to demonstrate the skills and qualities you have and match them to your chosen area in note form.

Intro Paragraph – using some of the things you are currently studying, what interests you about your chosen course/area?

What you have to offer Paragraph – work experience, skills you have, personal qualities?

Achievements Paragraph – school awards, hobbies/interests?

Anything else that's relevant paragraph – more relevant details about you, any career plans you have? A brief conclusion

Putting it all together!

Now you have a broken down personal statement/CV, try to take the above 4 areas, and link them together in a single 4 paragraphed piece... Good Luck!