

1. Personal profile

Most people write a paragraph of text at the top of their CV which contains unsubstantiated claims that they are a great person, brilliant communicator or a good team worker. **Do not do this on your CV.**

The personal profile you do need to write is a few lines long, and clearly explains with supporting evidence the following:

- ✓ What job you want to do
- ✓ That you have the specific skills and experience required to do the job

Some examples:

I am a commercial pilot with an MSc in Air Transport Management and 10 years varied work experience in aviation, business to business sales, retail sales and entrepreneurial business start-ups.

I am now looking to develop my career in a stimulating sales role within the aviation industry.

I am a 2:1 BSc Honours Graduate in Information Technology and Business Information Systems with 19 months experience as an IT Manager in a professional services business.

I am experienced in the provision of full IT support including server maintenance, workstation hardware and software support, and researching and ordering all IT related products.

I am now looking for an exciting role to develop my career in IT infrastructure.

I am a qualified Chartered Accountant looking for a role as a Finance Director in a high growth SME. My specific experience includes 8 years' Financial & Management accounting, Company Secretarial duties, Treasury, IT Management & Implementation and Facilities Management.

I have spent the past three years in a variety of Financial and IT roles in a high growth business in which I have managed and motivated teams of up to sixteen people to a high level of achievement. I also have the ability and desire to contribute and influence at board level and the capacity to participate in the leadership and strategic development of an organisation.

The rest of your CV provides more detail on the information provided in the personal profile section.

You should use the personal profile description as the basis of your covering letter.