

# A Guide to Personal Statements:

## Person Specification:

This is a document that accompanies a job advertisement. The person specification outlines the knowledge and skills that the potential employer is looking for in their ideal candidate. The criteria are divided into two categories: 'essential' and 'desirable'. Applicants must ensure they cover each of the essential criteria.

## What should be included in a personal statement?

You cannot simply state that you fulfil the criteria. You must clearly present examples which will illustrate your relevant experience. You will want to include information that will help the school make an educated decision about hiring you. This includes your educational and work experience, your motivations for wanting to be a teaching assistant/teacher, and your skills.

## How to present this information?

How should I approach writing my statement? A very important consideration for your statement is the structure. It makes most sense to cover each point of the Person Specification in the same order that it has been listed by the employer. You can even use the same headings that they have to section out your statement, such as Education, Experience, Skills, or use each criterion as mini headings within the text. The benefit of this is that it is incredibly easy for the employer to follow and mark what you have written.



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## Example response: Good Communication Skills

I have good communication skills. When I completed work experience at the library there were often phone calls from customers who are not able to come to the library for health reasons or other commitments, I made sure I spoke politely and clearly asking and recording down important information in order to carry out the request.

## Things to Consider:

Use the advert and job profile to help you identify

1. What will I be doing in the role?
2. What skills will I be using?
3. When have I used these skills before?

## DO'S

- Ensure examples are specific to the role
  - Avoid lengthy descriptions
  - Try to use a range of examples
- Use headings to make it easier to read
  - Remember you are aiming to get an interview - so be helpful to the reader.

## DON'TS

- Write down everything you are good at
  - Keep it brief by only using key words lifted from the job profile
- Just make something up if you haven't got a particular skill
- Ignore the instructions about word count

