

City of Glasgow College

Trade Union Education Centre

CV Writing: Personal Profile examples



Personal profile example 1 – Administration Assistant

Organised and adaptable administrative assistant with four years' experience working in various office environments. My attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard. I have a calm and patient disposition meaning that I am able to work effectively under pressure and focus on the task in hand. I am proficient working in a team, but also work well independently. In my previous role, I was responsible for providing administrative support to a large sales department reporting directly to the regional sales manager. To succeed in this role I had to be exceptionally organised and demonstrate strong communication skills. In my next role, I am looking to take on new challenges and additional responsibilities.

Personal profile example 2 – Mechanic 1

A multi-skilled mechanic with good all-round technical and mechanical expertise. Very capable with an ability to diagnose faults on vehicles using specialist diagnostic equipment and to then successfully repair or replace defective parts. A productive team player, able to work to deadlines and targets, self motivated, organised and able to multi task. Experience of developing apprentices and disseminate knowledge and experience to others. Now looking for a new and vehicle mechanic position, one which will make best use of my existing skills and experience and also further my development.

Personal profile example 3 – Mechanic 2

I am a hands on, energetic and competent individual who loves cars and enjoys fixing mechanical things. I come with a strong background in diagnosing faults correctly, explaining mechanical issues to clients, and performing physically challenging tasks for extended periods of time. On a personal level, I always provide a professional customer focused service to clients. Furthermore, I am a humble person and I fully understand my own professional limitations and I am not afraid to seek appropriate assistance when required. Right now, I would like to work for a garage that is looking to take on talented mechanics.

Personal profile example 4 – Project Manager

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years' of experience in management, I am excellent in working with others to achieve a certain objective on time and with excellence.

Personal profile example 5 – Project Leader

I am an open-minded, friendly and resourceful project leader with a sound and optimistic outlook on all things in life. I possess an excellent ability to motivate others, coupled with the ability to communicate comfortably at all levels, therefore ensuring an excellent working environment for all members of the team to perform at their bests.

Personal profile example 6 – Electrician 1

A time-served and suitably qualified electrician with extensive knowledge of electrical legislation, codes, and standards of practice. Experienced in installing, maintaining and testing electrical systems and equipment in domestic, commercial and industrial environments. Physically fit for demanding work and having own transport and willing to travel. Possessing an in depth knowledge of safety procedures for both

construction and maintenance projects. Now looking to further a successful career by working for an ambitious and expanding company.

Personal profile example 7 – Electrician 2

I am a technically minded person who has always enjoyed working in hands on roles. I decided at an early age that I wanted to train as an Electrician and am pleased that I have remained dedicated to my role and like to keep my skills up to date which is very important in my career choice.

I am a good communicator, enjoy spending time with my clients and feel able to discuss complicated processes with them in a language they will understand. I am self motivated, work hard on my own accord, am dedicated to my role and plan and organize my work load efficiently. I also appreciate that in businesses some work cannot be done in normal day time hours and I am flexible where this occurs.

Personal profile example 8 – Sales Person

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the sales experience to handle customer complaints and solving problematic situations.

Personal profile example 9 – Driver

I am a very practical person who enjoys working in a hands on capacity. I have done driving work for many years and I enjoy meeting different people, seeing different places in a work capacity. I have got excellent communication skills and a good sense of my local area. I travel quite frequently and feel to have a good sense of direction and be able to find my way to places quite easily with and without a map. I can plan my time well and always ensure that I allow for traffic and road works when I am planning my routes. I am self-motivated and enthusiastic in my work and enjoy working hard.

Personal profile example 10 – Kitchen Fitter I am a practical, creative and hardworking Kitchen Fitter with excellent carpentry and joinery skills. I have previous experience in fitting and installing beautiful rigid kitchens across the country. According to my work ethics, merely “Good enough” isn’t good enough at all; everything has to be completed to the highest standard possible in order to provide the best customer service that the customers expect and deserve.

Personal profile example 11 – Sale Assistant

I am a very friendly and enthusiastic individual, who ensures that clients and customers receive the best customer service and satisfaction. In my past role as a sales assistant, I strived to achieve the best results daily, ensuring that my day-to-day tasks of greeting and serving customers, assisting with queries, replenishing stock and keeping the store tidy were of the highest standards. I am a fantastic people person, with great communication and listening skills, therefore, I am able to successfully assist customers with any requirements or requests they may have. I work extremely well in a team, as well as alone as I am able to confidently deal with

problems, and use my initiative to overcome challenging situations. My previous experience in sales, coupled with my interest in **(mention the department, for example Food and Catering)** makes me the ideal candidate for this role.

Personal Profile example 12- Civil Service

I am a confident communicator who has good written and oral skills. I feel that I have excellent communication skills and can work well as part of a team environment. I feel that I have gained enough experience and am able to deal with customer complaints easily. I am self-motivated and understand the importance of confidential information. My skills are very accurate and I pay great attention to detail. I like to ensure that I complete my work on time efficiently. I am IT literate and pick up new packages and systems quickly. I enjoy learning new skills and would like to gain some more qualifications specifically related to my role. I am very strict and like to follow procedures and guidelines and adhere to these easily. I feel that I have good judgment about people and can thoroughly make decision as necessary following strict procedures.

Personal Profile example 12- Construction Worker

A highly skilled and adaptable construction worker with seven years' experience in the industry. Specialises in bricklaying but also experienced in roofing, plastering, plumbing, timber work and demolition. Methodical in approach with a good head for figures and measurements. Enthusiastic in nature with an emphasis on following projected plans, meeting targets and exceeding expectation.

Personal Profile example 13- Graduate

'I am a recent graduate with a 2:1 degree in Creative Writing from the University of Surrey seeking an entry-level position in copywriting. During my degree, I have developed an excellent eye for detail due to the heavy demands of assignments and research. Over the last year, I have also balanced an editing position at Surrey's media society, where I have devised content ideas and managed a small team of writers, proving that I have potential to excel within a professional writing field. I am looking for a challenging, fast-paced environment within media to utilise my creative knowledge and develop my writing skill-set further.'

Personal Profile example 14- Engineer

A highly-skilled mechanical engineer looking to resume a position in industrial construction. Extremely knowledgeable with seven years industry experience. Possesses a wide skill set, including condition-based maintenance, through working on automated systems on large-scale building projects. Looking to re-establish a career in a progressive organisation which requires engineering expertise after a short career break to take care of a new-born.'

Personal Profile example 15- Career Change

'A successful professional with a wealth of transferable skills gained in the retail sector. Possesses a commitment to delivering customer service excellence and a reputation for ensuring complete customer satisfaction. Able to reduce costs by implementing processes that are more efficient. Maximises profits by analysing trends and providing advice and guidance to junior colleagues. Currently undertaking additional training in food hygiene, in order to access a career in the hospitality industry

Redundancy: personal statement example

P.S: Dealing with redundancy is never easy, but when dealt with in the right way, it needn't be a hindrance when making applications.

Put the main focus on your employment history, and provide further information in your cover letter. Remember, your personal statement is intended to sell yourself. So emphasise your positives rather than apologising for a negative.

Example:

Driven Retail Manager with over ten years' experience in the fashion industry.

Proven track record of success, including managing the top performing store in the region, and having the lowest staff turnover rate of all UK outlets. Currently out of work due to company closure, looking for the right opportunity to bring my expertise to a well-established fashion brand in an upper management position.