

## PERSONAL PROFILE BUILDER

It is highly recommended that a CV includes a Personal Profile. This describes you as a professional and a person. Your Personal Profile should be only three sentences. The first sentence should describe who you are; the second should present a summary of your skills and experience and the final sentence should explain your personal career target.

### Who you are (current position):

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highly skilled highly motivated knowledgeable reliable creative hardworking versatile confident flexible competent enthusiastic effective qualified adaptable energetic	_____ with _____ years experience in _____ .
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**What you can do (skills and experience):**

Specific expertise in \_\_\_\_\_  
Wide-ranging \_\_\_\_\_  
Responsible for \_\_\_\_\_  
Proven ability in \_\_\_\_\_  
Excellent \_\_\_\_\_ skills.

**What you want (career target):**

Looking for a position in \_\_\_\_\_  
Seeking an opportunity in \_\_\_\_\_  
Seeking to continue career as \_\_\_\_\_  
as \_\_\_\_\_  
Objective is to develop a career in \_\_\_\_\_

# PERSONAL PROFILE BUILDER

## Teacher's Notes

### Aim:

To create a short Personal Profile to go at the top of a CV. This activity can be used with pre-service learners; learners who are looking for a new job and those who work in the recruitment area of HR. This profile can then be inserted into a complete CV which can be created using the *CV Builder* worksheet and lesson plan.

### Level:

Intermediate to advanced.

### Timing:

60 minutes. This includes preparation, writing and follow up.

### Procedure:

- Many of the following steps are the same as those for the *CV Builder* worksheet and lesson plan since the *Personal Profile Builder* can be used independently or as part of a longer exercise to create an entire CV.
- The procedure varies slightly depending on whether the learners are seeking to create a real CV which they can use as part of a job application or are HR professionals looking to expand their knowledge of the language used in CVs.

#### *Job-seekers:*

The activity works best if the learners have a specific job in mind. Get them to scan the job advertisements from a newspaper or use the following websites:

- <http://www.monster.co.uk/>
- <http://www.reed.co.uk/>
- <http://www.eurojobs.com/>
- <http://www.jobsearch.co.uk/>

With intermediate learners or groups it is better to focus on a single advertisement. Advanced groups can take an advertisement per person. Advanced groups could also create their own advertisement to respond to, using existing advertisements to provide examples of appropriate language.

#### *HR professionals:*

The learners create a job advertisement for a position inside their company / companies. Advanced learners can work independently while intermediate groups should work in pairs or all together with the teacher monitoring and correcting the writing. Again, existing advertisements can be used as models.

- Tell the learners that they are going to write a Personal Profile to go at the beginning of their CV. Elicit or negotiate a definition and the purpose of such a profile.

e.g.

*A Personal Profile is a brief description of you and your experience. It should focus closely on the experience and skills required for the job you are applying for. It should be no longer than three sentences and be seen as an advertisement for yourself.*

- Issue the worksheets and explain that they are going to choose from these options to create their Personal Profile.

The three sentences are labelled:

- Who you are (Current position). Here the learners can select one or more adjectives to describe themselves followed by their job title and the number of years experience they have the industry in which they work.  
e.g.  
*A highly skilled, versatile and creative engineer with eight years experience in the automotive industry.*
  - What you can do (Skills and experience). Here the learners outline the main skills that they believe a potential employer is looking for.  
e.g.  
*Wide-ranging expertise in conducting financial audits for companies in the banking and insurance sector.*
  - What you want (Career target). Here the learners explain their future plans or reason for applying to the company in question.  
e.g.  
*Objective is to develop a career in business development and to make the move into management.*
- Monitor the writing of the Personal Profiles. Give help with vocabulary and grammar. The final results can be shared with the group using an OHP or data-projector. Other learners can give their opinions of each other's efforts. Job-seekers may wish to borrow parts of other's Personal Profiles they think apply to them

**Extension:**

- Once the Personal Profiles have been completed, they can be used as part of complete CVs. See the *CV Builder* worksheet and lesson plan for more details.

**Tips:**

- When the learners chose the adjectives for their Personal Profiles draw their attention to some typical collocations that use those words.

e.g.

*self-motivated*  
*highly motivated*  
*highly skilled*  
*professionally qualified*  
*extremely knowledgeable*

- Draw attention to the fact that the term CV is used in the UK while in America *résumé* is more common.
- Remind learners that their Personal Profile should be tailored to the job and company they are applying to. An application to a different company could require a change of emphasis or a complete re-write.