

PERSONAL PROFILE BUILDER

Personal Profiles add impact to your CV - we highly recommended using one! The profile is made up of **three sentences** at the start of your CV - it gives the reader a summary of your **education, skills, experience and career goal**.



IMPORTANT

Your personal profile should be adjusted each time you apply for a job- make it relevant to each job! The 3 sentences are built as follows:

- Briefly describe who you are and your education.
- Show evidence of your skills and experience.
- State your goal or your personal career target.

USE THIS TEMPLATE TO BUILD YOUR PERSONAL PROFILE

 - Words/phrases in blue are optional and you can choose what suits you best

 - Text in **bold and black** can be copied exactly as it is into your CV

1 Personal Qualities and Education

A (enter adjective) _____ **and** (enter 2nd adjective) _____ (enter degree name) **student in Cork Institute of Technology.**

Some examples

- A flexible and knowledgeable Accounting (Hons) student in Cork Institute of Technology.
- A reliable and enthusiastic Social Care student in Cork Institute of Technology.
- A competent and adaptable Biomedical Engineering (Hons) student in Cork Institute of Technology.

Some recommended adjectives are below:

Adaptable	Effective	Knowledgeable
Creative	Enthusiastic	Motivated
Competent	Energetic	Methodical
Confident	Focused	Outgoing
	Flexible	Organised
		Reliable

2 Skills & Experience

Experienced in (skill 1) _____ **and** (skill 2) _____ **from...** part-time job in
(Excellent) (summer job)
(Proven ability) (volunteering / competitive sport)

Typical 'transferable' skills from part time jobs:

Customer Service
Communications
Meeting deadlines
Teamwork
Leadership
Merchandising
Stock control

Typical sectors of part-time jobs:

Retail
Hospitality
Construction
Storage
Call Centre
Farming
Manufacturing

Typical volunteering / active hobbies:

Sports – CIT or other
College club
College society
Charity /community volunteer
Class Representative CIT
Student Leader /Ambassador CIT

Some examples

- Excellent customer service and teamwork skills from part time and summer jobs in retail and hospitality.
- Proven ability in teamwork and leadership from a Class Rep role in CIT and active involvement in competitive sports.

3 Goal / Career Target

What experience do you hope to gain? What is your career goal?

Name the purpose of this CV, for example:

Seeking an opportunity in _____ (name the role or sector) to gain experience for **a career** in _____.

Objective is to develop a career as _____ (name the role or sector) to progress towards **in the** _____ (sector or industry).

Some examples

- Seeking a placement opportunity in a digital marketing role to progress towards a future career in the area.
- Seeking a Laboratory Assistant position to gain experience for a future career in Biotechnology.
- Seeking experience in business analysis or financial reporting to gain experience to progress a career in financial services.