



Personal statement and CV: useful words and sentences

Quite possibly the hardest thing to do is write about yourself!

Everyone has an excuse of why they 'can't do it' ranging from 'it's impossible' to 'I don't do anything'. Well, we all know that isn't exactly true.

'One sees qualities at a distance and defects at close range'.

Victor Hugo

Maybe Victor Hugo is right, the reason why it is so difficult is because we are all so highly critical of ourselves but not our family and friends.

However, I agree, finding the right words to express how you feel towards a particular thing can be tricky and then there's the worry of sounding too arrogant.

Let's be honest... we are all a little arrogant when it comes to discussing ourselves, who really thinks they can't give Usain Bolt a run for his money or be richer than Lord Sugar.

The most important message I can give to you is... **'nothing endures but personal qualities'**. Walt Whitman

Personal statement writing is a skill that is necessary but one which comes with practice. Many of you, have probably seen us (staff) telling a student to take that out and re-word that and seen the student nearly breakdown and cry. However, I can assure you every student gets there in the end.

The aim of this guide, is to provide you with some useful words and sentences instead of saying 'I'm bossy' and 'I like to be the centre of attention'.

You may feel that there isn't a lot to write in your personal statement or CV because you haven't yet done your GCSE's or completed any work experience, been a member of a club and haven't yet been Head Boy or Girl.

However, you all have some skills which you use daily in your everyday life, these are known as transferable skills. All job roles need you to use your everyday skills (sorry, transferable skills) for example, a doctor or shop assistant needs to be a good communicator.

If you haven't yet had the opportunity to have a part-time job or to get any work experience, think about what you're good at, how others would describe you, things you are proud of and what your daily life involves.

On the next few pages there are some pointers to help you out...



This is me... I am a...

This is me...	I am a...
A good laugh	Gets on well with people of all ages
Sociable, chatty, bubbly	Good communicator, confident
Bossy	Has leadership skills
Likes to be the centre of attention	Confident
Easily distracted	Open to new ideas and suggestions, flexible worker
Bit of a daydreamer	Creative thinker
Helped to build a garden shed	Construction skills, planning and budgeting skills
Play for a local team	Teamwork skills, shows commitment and/or reliability
Babysits	Childcare skills, happy to take on responsibility
Helps out with household chores	Organised and efficient, food prep and catering skills
Took part in a school play	Presentation skills, confident in front of an audience
Enjoy computer games, using the internet	Good ICT skills, enjoy researching information
Enjoy fixing my...	Excellent practical skills, technically minded, problem solving skills
Like to do things my own way	Innovative, self-motivated
Attended school on time, every day	Good attendance record, punctual and reliable
Made wrong option choices at...	Willing to train and gain further skills and qualifications
Good at getting friends to do what I want	Able to organise and motivate others, effective negotiation skills
Always hand homework in on time	Able to meet deadlines, excellent planning skills, effective time management
Friends come to me to talk about problems	Sympathetic, good listener, caring attitude
Raised money for...	Experince of cash handling, happy to take on responsibility



This is me... I am a... (cont.)

This is me...	I am a...
Enjoy drawing and sketching	Artistic and creative, have a flair for design
Sell things...	Commercial/business awareness, entrepreneurial skills
Use Facebook to keep in touch with friends	Excellent networking skills, good ICT skills and awareness of social media
I'm laid back	Able to stay calm and work well under pressure
I always get my homework done before going out	Able to prioritise
I completed tasks for school staff	A range of customer services dealing with adults and peers.

As you can see, we all have qualities and skills that others find commendable and fulfil a number of those transferable skills. What you do is fundamentally important to how other see you.

Take advantage of all the opportunities that come your way and you will easily complete a personal statement and CV, with more still to write about.

Use Castle Manor Academy and your teens as a platform to make you the strongest person you can be. Those with experiences and stories tend to do better but only because they said YES to a opportunity. Trust me, you all can say YES.

So what else can you include to sell yourself that little bit more. What do you think? Would you like to read a statement from someone who uses the words boring, boredom, dull and fed up. Of course not.

It's a good idea then to use words, phrases and comments which are positive and enthusiastic. Remember, if you sound interested in it, the likelihood is the reader will be impressed and would want to meet you for a interview or to offer you place.

Firstly, positive words or otherwise known as 'buzz' words. These can include:

Capable, Friendly, Enthusiastic, Calm and Relaxed, Reliable, Well Motivated and keen to learn, Self-motivated, Punctual, Honest and Trustworthy, Good team worker, Hard working, Competent, Responsible, Organised, Committed, Adaptable

Please read on for a A-Z of useful words, phrases and the start of sentences.



An A-Z of useful words

- A**— Achieved, Acted, Analysed, Arranged, Assisted, Attended, Able, Assertive, Appearance
- B**— Booked, Budgeted, Bright
- C**— Checked, Completed, Compiled, Contributed, Created, Calm, Clubs, Confident, Careful, Caring, Challenge, Computer skills, Communication
- D**— Demonstrated, Designed, Devised, Developed, Decisive, Dependable, Difficulties
- E**— Edited, Established, Exercised, Explored, Efficient, Experienced, Energetic, Enthusiastic
- F**— Found, Fit, Firm, Friendly, Fundraising
- G**— Generated, Guided, Generous
- H**— Handled, Headed, Helped, Humour, Hardworking, Healthy, Hobbies, Helping others
- I**— Identified, Implemented, Improved, Increased, Initiated, Installed, Investigated
- L**— Led, Liaised, Loyal, Learn, Listening, Languages
- M**— Maintained, Managed, Marketed, Monitored, Motivated, Mature, Motivated
- N**— Negotiated, Neat, Navigating
- O**— Opened, Operated, Organised, Outgoing, Organised
- P**— Participated, Performed, Planned, Prepared, Presented, Patient, Punctual, Part-time work, Pressure
- R**— Re-organised, Resolved, Reported, Recruited, Reduced, Researched, Reviewed, Responsibilities, Reading
- S**— Saved, Set up, Supervised, Sold, Selected, Solved, Self-motivated, Serious, Supportive, Smart, School plays/activities, Sports
- T**— Taught, Tested, Trained, Talented, Thoughtful, Trained, Tidy, Trustworthy, Telephone skills
- U**— Upgraded, Used
- W**— Won, Wrote, Willing, Work Experience

Use this space if you can think of anymore...



Useful phrases

Taught me	Take responsibility	Learnt how to deal with equipment
Helped me	Act appropriately	Leant how to follow instructions
Negotiating with	Made me aware of	Work as part of a team
Dealing with problems	Made me realise	Use my initiative
New challenges	Gave me the opportunity	Be self-disciplined
Know how to deal with money	Communicating with	Seek help where appropriate
Can travel independently	Giving advice to	Opened my eyes to
Understand how to respond to requests	Answering questions	Made me determined
Work on my own	Learnt how to deal with people	Discussing with

Sentence openers

I enjoy	I successfully	I learnt to	I took part in
I improved	I won	I am interested in	I set up
I was chosen to	I organised	I was fascinated by	I wish
I have experience of	I can	I passed	I was congratulated on
I am good at	I am a keen	I raised money for	I have good
I want to	I helped	I learnt I am	I was thanked for

The skill of writing a strong personal statement and CV is to avoid using 'I'. As a reader, it becomes repetitive and doesn't essentially show you in a positive light. For instance, does 'I' show you're a team player.

Complete your first draft with the expectation of facing some negative feedback. However, take away with you the positive feeling of being able to complete the task.

Remember, the first paragraph captures the readers imagination and will decide if they read any further.

On the next page, is a guide on how to turn your everyday activities in to a descriptor of the skills learnt and developed.



My activity transforms me in to...

My activity	My skills
Work Experience	Punctuality, responsibility, team worker
Socialising	Initiative, conversationalist, ideas person, peacemaker
Hobbies	Self discipline, commitment
Sports/music/drama/arts	Skilful, curious, refreshing, dedication, patience, team player
Computers	Manual dexterity, coordination, competitive, technical
Reading	Knowledge, imagination, concentration, calmness
Travel/holidays	Inquisitive, knowledge, planning, budgeting, organisation, cultural awareness, leadership, languages
Looking after relatives	Patience, responsibility, sense of humour
Head of...	Confidence, diplomacy, responsibility
Volunteer	Social conscience, reliability, motivation, caring
Languages	Intellect, cultural interest, written/spoken ability, Interpreter, sensitivity, communicator
Driving	Competent, careful, conscientious, safe
Youth Club/Scouts/Guides etc	Discipline, loyalty, commitment, group member

If you are a member of a church, mosque or temple, think about how this also highlights your skills of discipline, loyalty and commitment.

Good luck and remember we are here to help. For further assistance, please see your tutor, Head of House, Miss Neal or Mr Course.