**Personal Statement**

**Instructions:**

**Imagine you are applying for a work experience placement, a college or sixth form place, or a Saturday job. What positives can you say about yourself, to present to someone who doesn’t know you, to show what you are like, what you’re about, what your strengths are and what you would bring to a place of work or learning? Write this *personal statement* below.**

**Things you could mention:**

*Can you dress smartly and are you presentable?*

*Do you get on well with people? Are you polite, respectful and well-mannered?*

*Do you listen carefully to instructions?*

*Are you on time? Are you reliable?*

*Are you organised? Are you neat and tidy?*

*Are you imaginative? Are you hard working? Can you use your own initiative?*

*Are you fit and strong? Do you like being outside/indoors?*

*Are you good on a computer? Are you good with numbers? Are you creative? Can you draw well?*