

Personal Statement

success with your personal statement

CVAC is a specialist independent CV and career advice site, we work only with accounting staff who are looking for specialists to assist them with their CV, job search or career advice.

In the following you will find a guide on how to prepare a personal statement for your CV.

Personal statement

A personal statement adds impact to your CV. Use it to enlarge on your strengths, motivations and relevant experience.

Your personal statement will improve your chances of converting your application to an interview. Make it precise and to the point – and no longer than 200 words.

Adapt it to the job you are seeking. Read the job description carefully so that you can reflect in your statement what the company is looking for.

First or third person

If a recruitment agency styles your CV to their house format, it will almost certainly use the third person. However, we suggest that you should write your CV in the first person because it's all about you!

The statement

Time spent planning what to write will pay dividends. Your statement should talk about who you are, what you can offer, and your career aims and aspirations. Bear in mind the job description and the organisation. For example, if a company is looking for a PQ accountant, include your professional status on your CV and highlight relevant experience in your statement. You could then describe your career aims and aspirations (eg, where you see yourself after qualifying).

Remember to keep your statement punchy, informative and accurate. Don't be creative with the truth! Read it out loud to make sure that it flows well.

Check

Check for spelling and grammatical errors, and check again. Don't rely on spellchecker, and remember that a simple typing or grammatical error might result in a rejection! As a final check, ask someone else to read it.



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