

Name.....

Date.....

Personal Statement Planning sheet

<u>Factual information:</u> (write some information about your age, family, friends, pets, where you live, hobbies)	Introduction: 
<u>Skills</u> (write about your strengths, tasks you enjoy doing and things that you are good at)	Main paragraphs: 
<u>Qualities</u> (Are you friendly, hardworking, quiet, polite and reliable? If so give some examples)	Main paragraphs: 
<u>Employment history</u> Have you done any work experience, volunteer services or part time jobs? What skills did you learn from these?	Main paragraphs: 

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Additional achievements

Make a list of any certificates or awards you have received.

Main paragraphs:



Conclusion:

At the end write why the employer will choose you for this job.

Ending and overall summary:



Vocabulary:

Punctual

Enthusiastic

Functional Skills

Attendance

Hardworking

Progress

Reliable

Employability