

Name.....

Date.....

## Personal Statement Planning sheet

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

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<p><b>Additional achievements</b> Make a list of any certificates or awards you have received.</p>	<p><b>Main paragraphs:</b></p> 
<p><b>Conclusion:</b> At the end write why the employer will choose you for this job.</p>	<p><b>Ending and overall summary:</b></p> 

Vocabulary:

<b>Punctual</b>	<b>Enthusiastic</b>	<b>Functional Skills</b>	<b>Attendance</b>
<b>Hardworking</b>	<b>Progress</b>	<b>Reliable</b>	<b>Employability</b>