



WRITING YOUR PERSONAL STATEMENT

Why are personal statements written?

From the employer's point of view – it is a device to save time and money, to reduce the number of candidates and to select only those for the next stage, who have provided convincing evidence that they will be able to be beneficial to the organisation.

From the candidate's point of view – it's an opportunity to:

- present themselves;
- demonstrate their knowledge about the organisation;
- express their enthusiasm and aims why are they interested in this specific organisation, position, occupation;
- draw attention to themselves and to stand out from the crowd: to show, that they have sufficient combination of experience, skills, interests and attitude, required for the position;
- be motivated, to be selected for the next stage.

Advice on how to write the Personal Statement:

- Your personal statement should be addressed to a specific person.
- Begin your statement with a heading, naming the position that you are applying for.
- Write your personal statement in formal style.
- Be positive, write concisely. The statement should be polite, easy to read, well structured, allowing the reader to find information required quickly, and it should be no more than half to a full A4 page.
- There must be no grammatical or style errors, font should remain the same, text arranged tidily on the page.
- Your statement must reveal your knowledge about the organisation and the position you are applying for, points why the employer should read your CV and invite you for the job interview. Do not repeat everything you will provide in your CV in your personal statement, just highlight your greatest strengths, competences and experience.
- You can end your personal statement with a request for additional information.



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Short personal statement plan:

- **Personal information** (name, surname, address, telephone number, e-mail address).
- **Date.**
- **Recipient's information and exact address to whom the letter is addressed to** (recipient's name, surname, position, organisation's address).
- **Polite reference to the recipient** (Dear, Name, Surname).
- **Text.**

Usually no less than three and no more than five paragraphs:

1. In the first paragraph, you provide information why are you writing (you may mention where did you find the advertisement for the job);
2. The main paragraphs reveal Your motivation and abilities, how will you be beneficial to the organisations (the main information is usually expressed in 1-2 paragraphs);
3. The closing paragraph (if needed, you can summarise previously provided information and provide precise information on how to get in touch with You).
 - **The ending** (for example "Sincerely" or "Kindest regards").
 - **Signature** (name, surname).
 - **Appendix** (if you will add your CV and other documents to your statement).

Most common mistakes

A good personal statement is a wonderful way to be noticed and to interest the employer. However, with a poorly written personal statement you can also worsen your chances of being invited for the interview.

- Grammar and style errors;
- It's important to know your aspirations and aims;
- Any achievement can be important, no matter how small, particularly if it is specific;
- Information that is presented in your CV is repeated in your personal statement;
- The personal statement is written in informal style;
- You haven't evaluated your abilities realistically;
- General address, to no one in particular, not providing the name of the individual conducting the hiring process;
- Not providing information of what position you are applying for;



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- Contact details are not provided;
- Too long or too short;
- Individual skills/abilities mentioned in the personal statement do not match the requirements listed in the job advertisement.

If You:

- Would like us to review your personal statement (or other documents) and provide you with feedback before you send it off to potential employers?

E-mail it to: paulina.juodeniene@lsmu.lt

- Would like personal consultation regarding resolving career related issues?

Then get in touch:

E-mail: paulina.juodeniene@lsmu.lt

Tel. no.: 865 971 671

*Time and date of consultation are arranged personally.