



## Personal Statement and CV – Guidance for Candidates

### CV

#### **Content**

A CV provides detail on your career history. It should outline the jobs you have done, the length of time you were in each role and a brief description of your duties and responsibilities. You may also include any significant achievements or projects you have worked on and any other relevant training you have completed or qualifications you have attained. A CV generally has no word count but this doesn't mean you should provide several pages of information, one side of A4 is generally sufficient.

#### **Structure**

Positive, active language will grab the reader's attention and send a strong message about you and your capabilities.

Bullet points work well on a CV too – bulleted lists sound objective and clear, and can steer you away from the temptation to write a mini essay about yourself.

**Original:** My duties included managing staff, negotiating contracts, and supporting departmental policies, goals, objectives and procedures.

**Improved:**

Duties:

- managed a team of 100 employees
- negotiated contracts with a wide range of stakeholders
- established and implemented departmental policies, goals, objectives and procedures

The improved version is more structured and details the skills and responsibilities that were involved using action verbs – managed, negotiated, established and implemented – which makes a stronger overall impression.

#### **Top Tips:**

- **bring the most relevant skills or experience to the top**
- **tailor the C.V. to the role and to the essential criteria; don't use the same version for all roles**
- **check your spelling and grammar before submitting**



## **Personal Statement**

### **Content**

A personal statement allows you to outline your suitability for the role by you providing evidence against the essential criteria as outlined in the job advert and/or job description. If used alongside a CV, it should expand on the CV, adding your personal qualities. You should provide detail of your skills and experience and demonstrate how you have acquired these skills and what experience you have which can be transferred to this job. The statement should include examples of 'how' and 'what' you have done but it does not need to be written in a standard competency answer format such as STAR. A personal statement usually has a word count of between 250 and 1250 words.

### **Structure**

You will need to structure your statement clearly and align the content closely with the essential criteria. You could use headings or bullet points to help you organise and prepare the content but just be mindful that headings will use up some of the word count.

#### **Example:**

##### **Essential Criteria 1: Ability to coach, influence and engage with senior stakeholders**

"In my current role, I regularly engage with both internal and external stakeholders. In order to establish a good relationship with each stakeholder, I arrange an initial one-to-one meeting to discuss their needs and desired outcomes from the project. Where required, I feel confident to use my strong negotiating skills to influence their thinking and achieve the required business outcome. One example of when I have influenced a senior stakeholder is my involvement with the XX project...."

### **Top Tips:**

- **tailor the personal statement to the role and to the essential criteria; don't use the same version for all roles**
- **check your spelling and grammar before submitting**



### Scoring

Your **score** will reflect your overall evidence against the full list of criteria using the following ratings:

1	<b>Not Demonstrated</b> - No positive evidence of the criteria
2	<b>Minimal Demonstration</b> - Limited positive evidence of the criteria
3	<b>Moderate Demonstration</b> - Moderate positive evidence of the criteria
4	<b>Acceptable Demonstration</b> - Adequate positive evidence of the criteria
5	<b>Good Demonstration</b> - Substantial positive evidence of the criteria
6	<b>Strong Demonstration</b> – Substantial, positive evidence of the criteria and includes some evidence of exceeding expectations
7	<b>Outstanding Demonstration</b> – Evidence provided wholly exceeds expectations at this level

Please note feedback will only be provided if you attend an interview or assessment and it is not provided at sift.

### Removal of Personal Information

Don't include any personal information that could identify you and ensure you remove any reference to the following:

- name or title
- educational institution names
- age or gender
- email address
- postal address or telephone number
- nationality or immigration status

However, please note it is fine to include evidence relating to your current role or organisation.