

Personal Profile

Operational definition. brief text, between 70 and 120 words, which comes from the synthesis of your professional, academic, and extracurricular activities. Useful for your CV, LinkedIn, among other documents.

How is this done?

To make a profile, previous work must be done and inspired by the output of four questions:

1. Which activities have you been involved in the past 3 years?
2. What is your professional experience?
3. What technical skills do you have?
4. What soft skills do you have?

Structure elements

Four or five sentences, written cohesively in a single paragraph. It must be formal and written from the third-person point of view and include your skills, abilities, qualifications, and goal.

General recommendations

1. Proofread it and read it aloud.
2. When talking about your achievements, mention figures.
3. Avoid clichés (hardworking, team player, etc.).
4. Tailor it for the job you are applying for.
5. Be concise.

To learn more

CV-Library. (2022, May 19). *How to write a Personal Profile for your CV (with examples)*. <https://www.cv-library.co.uk/career-advice/cv/write-personal-statement-cv/>

Indeed UK Operations. (2023, April 12). *How to write a CV personal profile (with 14 examples)*. <https://uk.indeed.com/career-advice/cvs-cover-letters/personal-profile>

The CV Store. (n.d.). *Writing A Personal Profile for A CV*. <https://www.thecvstore.net/blog/cv-personal-profile/>



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