

Personal Profile / Career Objective

CVs are increasingly prefaced with a personal profile and/or career objective, the jury's out at present as to whether employers look favourably on them. On the one hand they may be viewed as a good way of summarising a candidates abilities and experience, whilst on the other hand they are often seen as a verbose, self-indulgent re-hash of what should be written in a cover letter.

Ask yourself if the profile is absolutely necessary (i.e. whether or not it will actually increase your chances of securing an interview).

If you do decide to include a profile and/or career objective then make specific, substantiated claims, frame it in the third person (don't refer to yourself as I or my), and use positive 'action' words.

Suggested Words and Phrases

Personal qualities: Self-motivated; creative; innovative; organised; adaptable.

Experience: Wide experience of, substantial experience; background in.

Skills: Management skills; communication skills; problem solving skills; design skills; administrative skills; gained; initiated; developed; managed; coordinated; led; supervised; trained; handled; collaborated; organised.

Personal Strengths: Works well under pressure; eye for detail; good sense of humour; effective; disciplined worker.

Some Examples

The following career profiles include career objectives; each is brief, positive and specific.

'Science Graduate with experience in health service management and studying management information systems, seeking to combine work and academic experience in management consultancy in the health care industry'¹

'A Computer Science graduate with a keen interest in practical applications and information systems seeking a career where a background in problem-solving would be advantageous'²

¹ 'How to Write a Curriculum Vitae' – University of London Careers Service

² 'Readymade CVs'- The Times