

Sample of a Personal Statment

Your contact information

Your name

Your address

Your contact number:

Your email address:

Date

Dear Mr. /Ms. (Contact's Name),

1st paragraph (Introduction)

- Briefly describe who you are and why you are writing.
- Express enthusiasm and interest in the position

Sample sentence pattern(s):

I wish to apply for the position of _____ advertised on xxxx.com.

2nd – 3rd paragraphs (Body – elaborating on specific experiences, skills & fit)

- Describe your experience that references several of the necessary qualifications for which the employer is asking
- Provide evidence that you have the skills and experience that you will utilize these in the position

Sample sentence pattern(s):

I have been working as an intern for XX Company for 3 months. I developed various skills such as project management skills, interpersonal skills and communication skills. As a/an (your position), my main duties were handling different projects and communicate with customers.

4th paragraph:

- Thank them and reaffirm your enthusiasm about the role, team and organisation
- Thank the employer for considering you for the position

Sample sentence pattern(s):

I would be delighted to have the opportunity to further explain my qualification for the role. Thank you for your consideration. I looking forward to hearing from you.

Yours sincerely,

Your name