



HOW TO WRITE A PROFILE



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Take into account the following instructions to write a personal statement, remember that this will give a first impression about you and your skills. These kinds of profiles are used not only in business context but also in academic ones, as universities or colleges.

Read examples on profiles, you can find them on the web, as well as web pages specialized on giving you step-by-step instructions and templates. They will also show you, what are the most relevant aspects you may include, in concordance to your profession.



Do not forget this:

- 1** Include these three sections: One to talk about you, your skills and qualities, another to give information about what you can offer to the new company or university you are interested in, and a third one where you show professional aims or goals you want to achieve.
- 2** Do not use third person to talk about you, as it is a personal presentation you can use the first person "I"
- 3** Be careful with the use of language, do not use informal language or slang, avoid cliché and ambiguous words like "extensive experience" Entrepreneurial. Do not exaggerate; use just necessary language to give the information.
- 4** Do not write more than 100 words or less than 50, all the needed information fits perfectly between this range.
- 5** Go straight to the point, avoid lengthy ideas and make your description effective and informative.
- 6** Always say positive things about you, this is not the right time to include weaknesses

Here there is an example taken from a web page:

“ I am a confident, highly driven graduate with practical hands-on customer service and travel experience. Resourceful and proactive, I combine effective communication skills with detailed product knowledge to identify commercial opportunities and deliver a satisfactory outcome for both customer and company whilst working alone and as part of a larger team. I am currently looking for an opportunity to further my career within the travel and tourism industry.

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<http://www.career-pioneers.com/cv-personal-profile-examples/>

WRITING STRATEGIES

Writing is one of the most challenging task we have to face when learning a new language, so follow this writing process stages to make it easier:

PREWRITING:

In this stage you should start brainstorming your ideas, it means write the first thing that comes to your mind, it does not matter the order or structural issues, after that you can create an outline, where you will organize the ideas you have had when you did the brainstorming

DRAFTING:

Now that you have all those ideas start writing a first version of your profile. In this case, you may set and order your ideas and paragraph.

REVISING:

Reread your test and check if you find any kind of mistake, in this stage you can also ask a friend or any another person to read your text, this way you will have another perspective, you will get more ideas to your profile.

EDITING:

Change everything you need according to the information collected during the last stages; this is also called second draft.

PUBLISHING:

Now, you can a have a clean and final version of your writing and it is ready to share and to put on your CV.



OTROS RECURSOS

Como escribir un perfil profesional



Videos tutoriales con instrucciones para escribir un perfil profesional

Estrategias de escritura



Sugerencias para escribir un texto en inglés paso a paso.

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