Write a Personal Statement for a Job Application

B1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence.

Choose the sentence that fits a personal statement.

1. Opening
   Choices: I am an organized and reliable student with customer service experience. / I am the best person for every job ever.

   Answer: _____

2. Evidence
   Choices: I have worked at a clinic for six months. / I think I am very good.

   Answer: _____

3. Goal
   Choices: I would like to develop my skills in a professional environment. / I want money.

   Answer: _____

4. Tone
   Choices: I learn quickly and enjoy working in a team. / I am better than everyone.

   Answer: _____

2. Plan your statement.

Write notes before writing.

1. Job or position

2. Three skills or qualities with examples.

3. Your goal.

3. Write your statement.

Write 70-100 words. Use a formal but friendly tone.

3. Write your statement. (continued)

1. Final statement