

Personal Statement Phrases



Here are some examples of positive worded skills to help open your personal statements. Think about your best strengths and qualities which you demonstrate when at work. It should be between approximately 3-6 sentences (50 – 200 words) in length.

- I am a mature and enthusiastic individual.
- I am a resourceful and adaptable person who is able to work consistently and to a high standard.
- I enjoy a challenge and identifying a workable solution which means that I can achieve what is required.
- I enjoy new challenges and I am quick to learn.
- I work well in a team and can communicate effectively.
- I am an enthusiastic and hardworking individual with excellent interpersonal skills.
- I am a team player who enjoys co-operating with others in order to complete tasks.
- I have the self discipline to work on my own ensuring the task is completed to the required standard and timescale.
- I am reliable and flexible with good time keeping skills.
- I enjoy working with my hands and seeing jobs successfully completed to a high standard.
- I am a mature and level-headed person.
- I am level headed and not easily discouraged.
- I am a team player with excellent communication skills which enable me to develop positive relationships with customers and colleagues whilst respecting professional boundaries.
- I possess excellent listening skills which enable me to work with customers to identify and respond to their individual needs.
- I gain satisfaction from working with customers to provide them with a high standard of customer service tailored to meet their needs.