**Personal Statement For A Job Application**

**Formatting:**

- **Font:** Times New Roman, Arial, Calibri, or a similar professional font.

- **Font Size:** 10-12 point font for the body text.

- **Margins:** 1-inch margins on all sides.

- **Spacing:** Single or 1.15 line spacing.

- **Alignment:** Justified (aligned to both the left and right margins).

**Content:**

**1. Title:**

- Personal Statement or Professional Summary

**2. Introduction (2-3 sentences):**

- Engaging opening to introduce yourself and express your interest in the job.

- Briefly state your professional background and your strengths.

**3. Professional Experience (2-3 paragraphs):**

- Detail your relevant work experience, focusing on accomplishments and skills that align with the job you're applying for.

- Highlight specific achievements, projects, or responsibilities that showcase your expertise.

**4. Skills and Qualities (1-2 paragraphs):**

- Highlight your key skills, both technical and soft skills, related to the job description.

- Provide examples that demonstrate these skills and how they have positively impacted previous roles.

**5. Alignment with the Job (1 paragraph):**

- Explain why you are interested in this specific job and how your experience and skills align with the company's goals or values.

- Reference particular aspects of the job or company that attract you.

**6. Future Contribution (1 paragraph):**

- Discuss how you see yourself contributing to the company and the team.

- Highlight your potential impact and how you aim to add value in the role you're applying for.

**7. Conclusion (1-2 sentences):**

- Summarize your key points concisely.

- Express your enthusiasm for the opportunity and your interest in moving to the next stage of the application process.

**8. Closing:**

- Regards or Sincerely

- Your Name