# **Profile Summary Guidance Notes**

**Before you get started with completing your Profile Summary, please read through these important guidance notes which will support you with your application. These guidance notes aim to provide you with some direction of what to include in your summary and how to keep your profile short and concise\*, but comprehensive in terms of showcasing your skills/experience.**

**\*Please note: Your profile summary should be no longer than 2 pages.**

1. **Personal statement:**

In this section you should convey who you are, and why you’re the best person for the job. The personal statement is your chance to show off your strengths, shout about your achievements and share your career aspirations. Your personal statement should be a representation of who you are as a professional, and what you have to offer in terms of experience and ambition.

Keep these factors in mind when writing your personal statement:

* Why are you interested in the company?
* Why does this role interest you?
* Why are you suited to this role?
* Why does the role you’re applying for appeal to you?

1. **Summary of work history/previous employment:**

Here, you should be describing the experience you have which is relevant for the job:

* A summary of your past work experience (how many years, doing what, etc.)
* A summary of any specific skills, projects you have been involved in and any areas of focus
* A summary of any areas of expertise
* An outline of the key responsibilities you have had
* Please ensure your place of work and location are not revealed – your role and scale of work/organisation is what’s important

1. **Key Skills/Competencies:**

For this section you should be focusing on and highlighting your specialist/key skills:

* How do your skills match up to the job description? What sets you apart from other applicants?
* This section should include your abilities related to the job you're applying for, so make reference to the job description. You should include "hard skills", "soft skills", “technical skills” etc
* Make sure you use the qualities that describe you as the best candidate for the job. Include skills you’re proficient in or any certifications that show your dedication to the profession
* Identify any transferable skills you possess that would be beneficial to the role

1. **Main achievements:**

**Under this heading, you should be focussing on what you have actually accomplished during your employment history and tailor your attainments to the job you are applying for. Potential items you can mention are:**

* **Personal:** awards received, your top achievements, career highlights, promotions achieved etc.
* **Professional:** saved the company time and money, increased performance, completed important projects, met and exceeded work targets etc.

1. **Any relevant qualifications/training undertaken or achieved:**

Outline any qualifications and technical/professional qualifications you may have which may be beneficial to the role you are applying for.

* + Include any professional qualifications that you had to gain by examination, such as a Certificate or Diploma.
  + List membership of professional associations/training/certified training
  + Any training which has been presented by a widely recognised body
  + Awards, honours, certifications or other professional recognition
  + Please ensure that your Training/Certification and qualification section does not contain locations which may give away information.

1. **Why do you feel you would be a good fit for this role:**

In this final section, you should explain how your experience, skills and attributes make youthe best fit for the job. It’s important to deliver specific examples as often as you can. The more concrete examples you can give, the better you will be able to showcase what you can bring to the role. It would also be good to keep these factors in mind, when completing this section of the application form:

* **Identify your unique strengths**
* **What makes you stand out from other candidates**
* Do you have any previous jobs or training that relate to this line of work?
* Have you taken part in any projects that help demonstrate your capabilities?

# **Rail Delivery Group Profile Summary**

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| **Name:** | **Job Title (role you are applying for):** |
| **Email:** | **Phone:** |
| **Salary expectation:** | **UK Working Rights:** |
| **Where did you see our job advert? (e.g. Linkedin, RDG website etc)** |  |
| **Personal statement (Profile):**  **(Max. 500 words)** | |
| **Summary of work history/previous employment:**  **(Max. 500 words)** | |
| **Key Skills/Competencies:**  **(Max. 500 words)** | |
| **Main achievements:**  **(Max. 250 words)** | |
| **Any relevant qualifications/training undertaken or achieved:**  **(Max. 250 words)** | |
| **Why do you feel you would be a good fit for this role:**  **(Max. 250 words)** | |
| **Were you referred by a current employee at RDG? (If yes, please specify their full name)** | |

Please email your completed application form to [recruitment@raildeliverygroup.com](mailto:recruitment@raildeliverygroup.com)