**Personal Profile**

NAME

LOCATION:

EMAIL: XXXXXXXXXXXXX Ph:XXXXXXXXXXXX

**Use this space to include a brief summary about yourself. This should include your motivation for studying accountancy and for taking on a trainee placement. Why are you looking for a trainee position ? Why do you want to become an accountant? Why have you chosen this career path? What can you bring to a trainee position? Whats skills/experience/knowledge do you have that relate to accountancy?**

**Competencies and skills**

List any information here regarding hard skills, such as;

* Software knowledge, ( Sage, Quickbooks, Project Management,etc)
* IT skills and (I.e. Microsoft Office - Teams. Word, Excel, and PowerPoint).

Follow with soft skills, such as;

* Communication. ...
* Teamwork. ...
* Adaptability. ...
* Problem-Solving. ...
* Creativity. ...
* Work Ethic. ...
* Interpersonal Skills. ...
* Time Management.

**Qualifications and training**

|  |  |
| --- | --- |
| **ENTER DATE** | **Qualification** **Results**Location |
| **ENTER DATE**  | **Qualification** **Results**Location  |
| **ENTER DATE** | **Qualification** **Results**Location  |

**Experience**

**DATE TO AND FROM Location**

**ROLE**

Use this section to talk a little about the organisation; give a brief background such as the purpose of the organisation, customer/clients, the size of the team you worked with, who you reported to.

My duties included;

* Who did you interact with
* What tasks were you responsible for
* What skills did you use to get tasks done

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**Professional Memberships**

* List any professional membership here

**Hobbies & Community/Voluntary Involvement**

**Other qualifications, training and courses completed:**

* Use this are to talk about your interests and hobbies as they relate to your skills and competencies, for example are you part of a club ? Do you play sports? Are you involved in charitable works?

**Referees**

* Available upon request.