

Your Present and Future Statement

taken from the "How to win from the Start" by David Royston-Lee

We talked earlier about the unique you... and the fact that a CV's weakness is that it is about the past and is a signal that you want a job.

What you need is a document that does not talk about the past in the way a CV does. You need a document that talks about what you can do in the **future**, drawing on what you have **learned from the past**.

You need a document that I call a **PFS... a Present and Future Statement** of what you are capable of... which covers what you might say to anyone about what you do... what you have done... and where your interest lies.

It should be no more than half a page of A4... I prefer to look at it as something I might bother to read if it was e-mailed to me and I didn't have to download it. If only for that reason, it has to be relatively short.

Example PFS

Deanne Shooter

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An organiser of projects and people

I am exploring opportunities to work in-house in the Recruitment/Human Resources area combining my people management skills and my interest in business.

I am at my best when working with people, acting as a catalyst for both organisations and individuals to achieve a positive outcome in difficult and complex situations.

My experience in a number of activities at university and organising a sponsored walk for a local hospice has shown me that I have an ability to take control of situations and the determination to ensure their success.

My background in finance gives me a logical and pragmatic approach to business solutions which, with my work experience over four months for a recruitment company, has confirmed my interest and intent to work in Human Resources.

My commitment to a successful career in this field has culminated in my determination to study part time for an MSc in Human Resource Management with the Open University so I can fit the studying around any job that I find is suitable.

My 2.2 degree in Business Finance from Durham University has given me a strong understanding of how markets work in theory and in practice, and how markets in financial assets operate and how they affect our daily lives.

My preference is to find a Human Resources Trainee role in a global financial company based within Central London.