Compare the feedback you gave the personal statement in Part B with this feedback which has been given by the Career Development Service.

I am highly interested in the role as Learning Officer at Canterbury City Council for a number of reasons. Firstly I am very impressed by the award winning culture which is central to the learning programme, and means I will be able to learn from colleagues who are innovative and pushing the boundaries of the sector we work in. Canterbury is the ideal city for me due to its exciting culture which I look forward to contributing to. I have visited your attractions one a number of occasions and have been particularly interested by some of your latest exhibitions. I have the 5 GCSE’s you require achieving an A in English and a B in Mathematics.

I have excellent planning and organisational skills, balancing a range of volunteering opportunities, with a part time job and my distance learning course at the University of Leicester in Museum Studies, which complements my practical skill set. My current work experience involves volunteering in local schools as part of the ‘Medieval Mayhem’ outreach programme as part of Norwich County Council. I deliver a range of exciting assemblies within schools, and am passionate about bringing the past to life for both primary school, and secondary school students. I also work in smaller groups to cater to individual needs. I enjoy working with the students, volunteers, and teachers alike, making it a real team effort. I have really helped extend the network by building up relationships with schools, and as a result of my stakeholder management process to keep schools informed and conduct initial phone calls with teachers to understand their needs. I have also co-ordinated on site visits for groups, including groups of disabled children whereby I take their individual circumstances into consideration when designing activities. I feel I am extremely creative, being able to develop interactive, fun and educational activities which inspire young children and engage them in our themes, which link to the National Curriculum.

Aside from my work in partnership with museums and schools I also have a part time job in a call centre which involves communicating with a wide range of individuals and helping to solve their problems. This means I have to use my intiative to help customers reach a solution which is suitable for their needs. I also employ IT skills as part of this role, using a range of Microsoft Office packages including customer databases, in line with data protection.

I look forward to finding out more about your strategic objectives and how I could most effectively support them in this role. I look forward to hearing from you and am available for interview at

Anytime.

**Overall feedback comments:**

* No demonstration of knowledge of Arts Award
* Could be more explicit about communication skills, particularly written
* No experience of managing budgets and volunteers