



My Personal Profile

James Smith • Age 17 • Grade 11 • Prepared July 2026

My Employment Goal

I want to work in Information Technology as a computer help-desk and support technician. I love troubleshooting computers and helping people solve tech problems. My goal is to earn an IT certification and start with a part-time internship in a school or office IT department where I can keep learning about hardware and software.

What People Like & Admire About Me

- Honest, dependable, and always on time
- Great memory for facts and details, especially technology
- Patient and highly focused on tasks I care about
- Kind and loyal to my friends and family

What Is Important to Me

- A clear daily routine and knowing what to expect
- Quiet spaces where I can concentrate
- Being treated with respect and given time to process
- Time with my family, my dog Biscuit, and building computers

How to Best Support Me

- Give instructions in writing or as a step-by-step checklist
- Tell me about schedule changes ahead of time
- Allow short breaks in a quiet area when I feel overwhelmed
- Be direct and specific — clear expectations beat hints
- Noise-reducing headphones and softer lighting help me focus