

Your Experience is Enough: A resource for EAs and PAs without formal qualifications

This resource is for every Executive Assistant, Personal Assistant, or Business Support professional who's ever thought:

"I'm not qualified enough."

"I never finished school."

"I don't have the 'right' background."

It's time to challenge that thinking, properly.

Why This Matters

Confidence in our profession is often tied to qualifications, degrees, or job titles but in the EA/PA world, we know that these things don't define capability. At eavolve, we believe lived experience matters just as much as traditional educational pathways, if not more.

Some of the most exceptional professionals we've worked with never sat an exam past GCSEs, never had a degree, and certainly never followed a straight path. And guess what? They're running offices, influencing senior leadership, and shaping company culture every day.

What You Can Do Instead

Here are five of our practical ways to shift your mindset and own your experience:

1. Audit your real-world learning.

Write down ten examples of when you've solved a challenge, led an initiative, supported a senior leader, or adapted in a crisis. These are your proof points (your receipts as some say). You've already done the work; you just haven't labelled it yet.

2. Reframe your self-talk!

Language matters. Replace "I'm just an EA" with "I'm an EA with operational, strategic, and leadership experience." Use accurate, powerful language when you talk about what you do, especially to yourself.

3. Share your story unapologetically.

You don't need to justify your lack of formal education; you've earned your stripes in different ways. Whether it's through resilience, problem-solving, mentoring others, or navigating complex exec personalities, it's valid, valuable, and worth saying out loud.

4. Choose spaces that value real-world knowledge.

Spend your time and money in environments that respect and elevate lived experience. That means training run by people who've done your job (like us), and that means mentorship from those who've walked the walk (like our clients).

5. Be clear on your value!

Write down the tangible outcomes you deliver. Increased productivity for your executive? Reduced churn in your team? Projects delivered early and under budget? Stop playing at owning your career, it's time to be clear on your impact and influence.

“I walked out of my A-Levels and built a career I’m proud of. Not despite that choice, but because I learned differently. We see, and back professionals like you every day.”

Emily Partridge, Director of eavolve

Final Words

You are not behind, you're not unqualified.

You've got experience, intuition, emotional intelligence, and grit and those are not soft skills, they're competitive advantages.

Use this guide as a reminder that your experience is enough, and at eavolve, we'll never ask for your qualifications. We'll ask for your story.