

Personal Statement



- Read the following slides, click on the links (these are underlined so you can listen to more information)
- Complete the task

Everyone Needs One!

- ▶ **Personal statements are required for those applying to**
 - ▶ **Work Places**
 - ▶ **College**
 - ▶ **University**



https://www.youtube.com/watch?v=_8hFkMAjW-I



Key Things to Know

- ✓ You can only write **one** personal statement, so don't mention a university, college or by name.
- ✓ You must **stand out** from all the other personal statements that are being read!
- ✓ Thoroughly **read** about each individual course.
- ✓ Check university and college websites to see what **skills and qualities** they would like you to have.
- ✓ Make a **list** of things you want to include.
- ✓ **Start drafting early.**

What To Include

- ✓ Why you are applying to the course
- ✓ Why you are interested in the subject.
- ✓ Your enthusiasm for the subject.
 - What makes you suitable
 - Your qualities, skills
 - Previous studies/learning
- ✓ Achievements gained from education, work, other activities
- ✓ Relevant aspects of jobs, placements, work experience or volunteering.
- ✓ Activities or hobbies that show your interest in the subject
- ✓ Any other training or achievements that show your skills.

How to Write It

Introduction – a punchy opening sentence to encourage the reader to read on.

Structure This can be up to you – a suggestion for the middle could be:

- All about the course
- Relevant experience you have gained/reading completed
- Skills/qualities you have displayed that are relevant (with examples)
- Wider information about you – what you have been involved in and how they have developed your skills

Choose an order that is relevant to the course.

Conclusion – Reinforce your commitment, enthusiasm and skills suited to university /college life.

Get Help!

Proofread

- Check your **grammar, spelling and punctuation**. Use software if needed
- **Read it aloud** – don't just rely on software!
- **Ask family** to read and check it

Draft & Re-Draft

- **Leave time** to get feedback and redraft
- Guidance Teachers will give you **feedback** – this is juggled around teaching and normal pastoral duties so give plenty time!
- Guidance Teachers deal with personal statements in the order they receive them.
- We cannot give too much help – it must be **YOUR** personal statement!

Technical Details

Length

University: 4000 characters or 47 lines of text (including spaces).

College: Not specified but should be no longer than the above.

Copying

Make sure you **don't copy** or buy a personal statement


The application software scans every statement and detects any similarities.

This could jeopardise your application.



Do's & Don'ts

Do...

- ▶ Stand Out
- ▶ Be Enthusiastic
- ▶ Proofread and check spelling and grammar
- ▶ Complete drafts!
- ▶ Get feedback from family and teachers
- ▶ RESEARCH...  Click!

Don't

- ▶ Buy or copy a statement
- ▶ Exaggerate
- ▶ Use fluffy language, quotes or jokes
- ▶ Leave it to the last minute!

Getting Started...



- **Use one of the following to get things down on paper!**

These all cover the exact same questions to get you started but give different options depending on ICT access.

- **Personal Statement Word Booklet** – download attachment on SHMW and type on to it.
- **Personal Statement Worksheet** – click link, print worksheet, write the answers on it.
- **Personal Statement Widget** – click link and type onto the webpage (this is a UCAS webpage but can be used for personal statements to college and employment as well). When finished copy, paste and save it on a document when you are finished!
- **DON'T PANIC!** this is 'notes on paper' – not a draft of the statement!

Submit to:

ed015krae@

glow.sch.uk

OR upload to

SMHW

By

Monday 22/6/20

Next Steps...

- ▶ Now you have notes on paper, you can attempt your very first draft!
 - Put your notes into sentences
 - Arrange them into sections (eg – paragraph about course choice & interest, then skills & qualities followed by other hobbies and achievements)
 - Add an introduction [helpful clip on next slide](#)
 - Add a conclusion [helpful clip on next slide](#)
- ▶ Spell & Grammar check
- ▶ Read it aloud to yourself
- ▶ Ask family to read it
- ▶ Send a draft to your guidance teacher (not needed until August!)

Helpful Clips click the links

- ▶ 5 things you can do right now to boost your personal statement
- ▶ Make a great opening to your statement
- ▶ How to end your personal statement
- ▶ How to write a personal statement in 10 easy steps
- ▶ Writing a personal statement for multiple courses (ie not all the same type of course)
- ▶ Writing a personal statement to teaching