



Personal
Statement
Handout

Preparation

- You can only write **one** personal statement, so don't mention a university or college by name.
- You must stand out from all the other personal statements that are being read!
- 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 interested in the subject.
- Your enthusiasm for the subject.
- How your previous studies relate to the course(s).
- Relevant aspects of jobs, placements, work experience or volunteering.
- Activities or hobbies that show your interest in the subject.
- Any training or achievements that show your skills.
- Demonstrate you are a great candidate and you have the skills and qualities they are looking for.

How to Write It

- Introduction – start with an opening sentence that encourages the reader to read on.
- Structure what you want to include in an order that is most relevant to what the universities or colleges are looking for.
- Conclusion – reinforce your commitment, enthusiasm and skills suited to university /college life.
- Check your grammar, spelling and punctuation.
- Leave time to get feedback and redraft – Guidance Teachers deal with personal statements in the order they receive them.

Technical Details

- Length –


University personal statements can be up to 4000 characters or 47 lines of text (including spaces and blank lines).

College personal statements should be no longer than this.

- Make sure you don't copy – the application software detects any similarities and this could jeopardise your application.

Top Tips

- Do your research.
- Check the entry requirements very carefully for the course(s) you're applying for:
 - SQA Higher: AABBB including English PLUS Nat 5 Maths at C (this means your English Higher grade must be an A or B!)
- Do not apply for 5 courses at the same university in the same area – if you are rejected from 1 you are likely to be rejected from them all so you are wasting choices.

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- Check that the course(s) you are applying for fit with your career or job aspirations.
 - Check that the course(s) you are applying for are not third year entry ones!
 - Check you've entered the correct contact information on your application.
 - When writing your personal statement, think about what you want to say about yourself and what the university admissions team needs to know about you.