

PERSONAL STATEMENT WORKSHEET



This worksheet is designed to help you think about information you could include in your personal statement

About the course

Why are you applying for your chosen course(s)?

Why does this subject interest you? Include evidence that you understand what's required to study the course.

Why do you think you're suitable for the course(s)? Do you have any particular skills and experience that will help you to succeed on the course(s)?

Do your current or previous studies relate to the course(s) that you have chosen? If so, how?

Skills and achievements

Universities like to know the skills you have that will help you on the course, or generally with life at university, such as any accredited or non-accredited achievements

Also think about any other achievements you're proud of, positions of responsibility that you hold or have held both in and out of school, and attributes that make you interesting, special or unique.

Hobbies and interests

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Try to link them to the skills and experience required for your course(s).

Work experience

Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s). Try to link any experience to skills or qualities related to the course.

Future Plans

If you know what you'd like to achieve after completing the course, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future?

Do's when writing your personal statement

- > Do use your best English and don't let spelling and grammatical errors spoil your statement.
- > Do show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement.
- > Do be enthusiastic – if you show your interest in the course, it may help you get a place.
- > Do expect to produce several drafts of your personal statement before being totally happy with it.
- > Do ask people you trust for their feedback.

Don'ts when writing your personal statement

- > Don't exaggerate – if you do you may get caught out at interview when asked to elaborate on an interesting achievement.
- > Don't rely on a spellchecker as it will not pick up everything – proofread as many times as possible.
- > Don't leave it to the last minute – your statement will seem rushed and important information could be left out.