

WRITING YOUR PERSONAL STATEMENT



4000 Characters or 47 lines

This is around 2/3s of a side of A4 so not much space to say how fantastic you are! Be succinct and concise.

1

2



Start early!

This gives you chance to identify any skills gaps and do some activities to gain them. This also means you can use some time to gain work experience which will help strengthen your statement.



The course

Being really specific about why you want to do that course will make it easier to be clear and precise. You only get one personal statement for all choices, so be sure which course you want to do!

3

4



Analyse your experiences

Analyse, don't describe! Try the abc method:

Activity- what did you do?

Benefit- what did you learn?

Course- how does this relate to the course?



Hobbies and interests

Universities want to know about you, so tell us about what skills you have gained from extracurricular activities. Do you play for a sports team or organise events? Whatever you do, tell us as every experience you have will be developing your skills.

5

6



Do not plagiarise!

UCAS use similarity detection software to check statements for plagiarism. Your place at university could be at risk if you plagiarise. Your statement is personal to you and you will have lots of skills and experiences that will enhance your own statement, so use them!

Getting started on your personal statement can be tough. This quick exercise will help to get you started and get some ideas down on paper. You can then transfer this into the next activity that will help with structure.

Your Course: Why are you interested in your chosen course? E.g. currently study it, work experience etc.

Write 5 key words that relate to your course	What experience do you have that relates to these words?
e.g. Law - Debating	Part of a debating club
1.	
2.	
3.	
4.	
5.	

Your Studies: What are you studying now?

What are your favourite parts of your current studies?	What skills have you learnt through your current studies?
e.g. Science- lab work	Research skills and data interpretation
1.	
2.	
3.	
4.	
5.	

All about you: What are your 3 biggest achievements? (Ask your friends and family too!)

1.

2.

3.

What do you do in your spare time?	What does this tell us about you?
e.g. Play sport	Good team working skills
1.	
2.	
3.	
4.	
5.	

Now you are ready to structure your ideas into your Personal statement. Remember, two thirds should concentrate on the course and how you are a good fit for it, with the other third all about you and have your extra-curricular activities have equipped you with the skills needed for University.

Why are you applying to the course? What interests you the most about it? Ensure you show you understand the subject e.g. using course-specific language such as distribution process and manufacturing for Business courses

Why are you suited to the course? Do you have any specific skills that will help or have you taken part in University taster days that show understanding?

What are you studying now and what skills have you gained? Do these subjects relate to what you want to study e.g. studied similar modules?

What are your hobbies and interests? What skills have you developed from these and how will these skills help you be successful on the course?

Work experience- Mention any work experience, placements, part-time work or voluntary positions. Relate this back to skills needed for the course.

Where to next? Discuss where you see yourself in the future and how being successful on this course would get you there.