

# WRITING A PERSONAL STATEMENT

The personal statement is seen by many as the most important part of the application and as such should be taken very seriously. It could make the difference between getting a place at the university of your choice or not! **You need to produce a print out of your draft personal statement for your Form tutor and anyone else who you would like to check it before the end of the summer term.**

## General advice

- Use 12 point standard type face to write your statement
- Write no more than 4000 characters.
- Practise on a word document so you have a spell check facility. Make sure you keep a copy of the final version.
- It is very important to ensure that your statement is well structured, grammatically correct and there are no spelling mistakes.
- You need to sell yourself. Admissions tutors are looking for well-rounded individuals, people with a real interest and motivation in the course they are applying for.
- 75-80% of the content should be academic.

## What you should include

### Why this course?

- You need to set the scene by writing why you have applied for this course. You could include what first sparked your interest in this subject. Do not say "I have always been interested in.....". Admissions tutors will be looking for original opening paragraphs that show your enthusiasm. You need to show that you have done some research into the course(s) you want to study. Write about particular aspects that appeal to you and any academic qualifications/experience you have in relation to the course. You should also write about what you hope to gain from doing the course and if you have career plans mention them.

### Academic Interests

- You should refer to your current studies and indicate what you enjoy studying. What have you read beyond the A level specifications? Give details about a particular topic, project or piece of coursework you enjoyed. It is okay to express preference for one subject over another.

### Experience

- If you have any relevant work experience, you should include it here. Don't just say what you did, explain what you learnt from it and how it has confirmed that you have the right qualities to succeed in your chosen career.

### Interests/Hobbies/Achievements

- It's important to write about your interests, hobbies and positions of responsibility in and out of school. Have you had any positions of responsibility, employment or been involved in any clubs or societies, sporting interests etc? Make sure you only include recent examples. Have you done any voluntary or community work? Can you evidence reading from current research literature, or have you watched current affairs programmes and documentaries on relevant subject material.

### Skills and qualities

- This can relate to your academic work, employment or interests. Don't just list what you have done. Be analytical and reflective not merely descriptive. Explain what you have gained from the experience - ability to work in a team, communicate well with others, more understanding of the needs of others, able to take responsibility and see a task/ project through to the end, it has given you a better understanding of your chosen subject.

### Summary

- Write briefly about what you hope to gain from attending university & this course. You may want to talk about gaining further experience, meeting new people from a variety of backgrounds, having some independence and building your confidence, getting involved in university life through clubs and societies etc.