

Let's Get Personal



How To... Write a perfect Personal Statement

Getting Personal

Why should anyone spend time reading your personal statement over the countless others they will receive?

You need to work your magic! To convince the admissions team that you're qualified as well as enthusiastic. You are truly engaged and excited about the course.

Drill into what makes you distinctive, ... because you are!

Read on to get more pointers on packaging a perfect personal statement.



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Seeking Inspiration?

You may seek inspiration online or your career's service may offer examples!

Don't forget your teachers... they have been through this and will undoubtedly offer their support.

DO NOT copy and paste! Institutions have software to detect copycats. Put in the work.

Give yourself the time and permission to be inspired by the gifts you possess.

Career Comm's formula can help capture exactly what you want to say.

Fill The Frame



Consider the main components of the Personal Statement. Then spill... your ideas, experience, and insights onto the framework onto the Personal Statement Plan template.

It's a handy document with questions prompting the ideas phase of your creation!

List all the things you want to cover.



Start Strong

Write a banging beginning detailing why you want to apply for the course.

This may be one, or two paragraphs, but make sure you create a punchy opening.

Make sure your writing focuses on why you want to do that subject and at that particular place!

Be excited and positive. Communicate your passion.

What interests and intrigues you? What makes you keen to study this topic?



Start Strong Snippets

'I am fascinated by/have developed a love of/passion for xxx (area relevant to your course), and the implications/impact/difference it has/can make. To build a better understanding of xxx, I organised/studied/attended/participated in/volunteered to xxx (evidence something you did to further your interest). '

'After reading the New Scientist's article detailing research into microbes in the air, and how these can provide clues at a crime scene, I was inspired to conduct further reading into crime scene forensics. My interest has grown, and I am ambitious to study Forensics formally. Your course in Analytical and Forensic Science and its focus upon DNA analysis and specialist laboratory training enthuses me and will ensure that I become the excellent forensic analyst I strive to become.'

The Main Course

Hard Skills = proficiencies, skillset, formal qualifications - quantifiable

Soft Skills = people skills, interpersonal skills, conduct, manner

Now, we get to the meat of your personal statement. This may be multiple paragraphs.

Why **you** are right for the course.

Focus on your experience and explain why it's relevant to the course.

Make sure your writing focuses on why you have the transferrable skills, (hard, and soft) to do that subject/needed in the career.

You need to inform, give your insight and generate their interest in you.

Think about...

Formal studies and what exactly about your current studies has equipped you for the course.

Consider the content in your studies and how this made an impression on you relevant to the course.

Work experience (paid, and voluntary), and the skills you have developed.

What have you done outside school or college that demonstrates this interest?

Think about things like online courses, fairs/exhibitions, public lectures, or voluntary work that is relevant to your subject.

Additional hobbies, and interests you wish to mention that are relevant to the subject or to your attributes like commitment, community spirit and willingness to grow and learn.

Plans for a gap year if you're deferring entry and why.

Second Helpings... More Main Course

I believe my current, and extra-curricular studies are excellent preparation for my degree in xxx. (Detail specific modules, reading, and their impact).

I spent time in xxx to improve/develop xxx (skills), and enjoyed working/volunteering at/with xxx. During both, I cultivated xxx (skills/experience relevant to the course), and discovered my passion for xxx.

I attended a conference based on innovations in Forensic Practice by the British Psychological Society. The developments in, and the future trajectory of this area is one I would thrive upon being a part of, and contributing to.

I am greatly interested in xxx, and am inspired by/admire the work of/developments in xxx. I look forward to working collaboratively at the university with xxx (society).

My membership of/ in a xxx, has ensured my willingness, and ability to xxx (engage in important discussions/problem solve/support innovative change).

Give It A Personal Flavour



Give it a personal touch with a paragraph about you!

Highlight what makes you unique by sharing additional hobbies, and interests that reveal more about you!

This might be a creative endeavour, an outdoor pursuit, a well-being activity, or a community/voluntary engagement.



I am a keen gardener, and as well as cultivating my own space, have initiated community green space improvements. A committee of local residents would meet to plan, develop, and maintain neglected green areas. I truly believe that this is an essential endeavour to ensure pride in, and peace around our living spaces.

Maintaining a healthy body, and mind is also an area that I nurture. Weekly yoga sessions, and participating in local cross country events with my running group are activities I value immensely. I have also loved being involved in a scheme to befriend lonely, elderly people. Spending time with my neighbour, who has been ill for several months, has been a privilege and re-focused my understanding of life's priorities.

Serve It Beautifully.

Use your closing couple of lines to summarise the most important points in your statement.

Leave them in no doubt as to what an excellent addition you would be.

You are indisputably a perfect addition to their institution.

Pull it together!

Why should you secure a space on this course?

I eagerly anticipate the opportunity to develop my expertise in xxx (skill relevant to the course), as well as a engage in a variety of wider collaborative pursuits (other opportunities/clubs/societies) with the University. I have relished the challenges of being a xxx (experience), and have enjoyed working as a xxx (experience), developing skills in xxx (relevant to the course). My experience thus far, has served to deepen my skills, and enthusiasm in xxx (course topic/themes in course). I look forward to the opportunity to study with xxx (institution), and continue my journey, ultimately becoming a xxx (role).

Top Tips

There is a limit of 4,000 characters, but bear in mind 3, 500 characters is a realistic and optimum limit.

Get stuck in! Forget the word limit initially. Use the Personal Statement template and spill!

Put it down first and refine it later.

Write your personal statement as long as you like you can edit afterwards.

A word processing program, such as Microsoft Word or Google Docs on which to write your statement is a good call.

Don't copy and paste it into your form on the UCAS website until it's complete.

Now you can start to tighten it up!

Don't be vague. Get straight to business. Capture your offer with tight sentence structures.

Captivate them with your personality... demonstrate your distinctiveness.

Share information as well as insight!



More Top Tips



Highlight your brilliance. This is your chance to stand out.

Career Comms will guide you, each step of the way, to package your potential.

Be honest. Ensure you evidence claims you make about yourself. Use data... times, dates, and locations when making reference to experiences.

Use books you've read, TED talks you've watched, audio-books you've listened to, lectures, and other events you've attended... you get it!

Give it air! Allow some time to pass before re-reading, and perhaps re-drafting your personal statement.

Ensure complete control of your language.

Ask a fresh pair of eyes to look over it, too. It must be coherent.