

Writing your Personal Statement

You are one in 7 billion!

Yes it's true.

There are 7 billion people on the planet.
Luckily they won't ALL be applying for
the same college place or job as you!

You are unique, special and valued by
your friends and family.

**But how do you show that to a college or
employer who has a stack of
applications like this...?**



A written summary of your positive qualities and achievements, called a **Personal Statement**, is the first opportunity to make a good impression to a college, or when you are applying for a job.

A personal statement is a piece of **persuasive writing**, which should showcase your best qualities.

Your personal statement should include:

1. Information about your personal qualities and skills.
2. Your achievements and experiences in school (in subjects, clubs, awards, responsibilities, volunteering) and out of school (home, clubs, hobbies, leisure, etc.)
3. Your experience of work (part-time work, any voluntary work you have done).
4. **OPTIONAL** – Subjects/Courses of interest and Career interests

Where's the evidence?

Colleges and employers want evidence of your personal qualities. Some evidence will be provided by your teacher in your reference and school report.

Your statement gives you an opportunity to provide your own evidence of who you are.

Think about everything you're doing
– in lessons, at lunchtime, in after-school clubs, at home, at work, in your spare time.

List of possible personal qualities
Adventurous
Calm
Conscientious
Confident
Curious
Creative
Dependable
Determined
Energetic
Friendly
Good leader
Hardworking
Helpful
Open-minded
Organised
Responsible
Team worker
Thoughtful

Here are some examples of how other people have shown their personal qualities:

What I did and how often:	What this shows:
I turned up to football training every week this term and didn't miss a match.	I am <u>reliable</u>
I did shopping every week over the summer holiday for my next door neighbour who can't get out much.	I'm <u>responsible</u> and <u>caring</u>
I was in hospital for six months. I did my school work so I didn't get too far behind.	I'm <u>determined</u> and keep <u>positive</u> even when I'm finding life hard. The hospital staff said I was <u>willing</u> to work under difficult circumstances.
I wrote to every supermarket in town until I got a weekend job.	I'm <u>persistent</u>
I helped some primary school children with their English, every week for the last term.	I'm <u>trustworthy</u> and <u>patient</u>

Example of a personal statement

Samantha Pearson

I am a Year 11 student at St. Catherine's College. I enjoy creative writing and activities where you use logic and problem solving. That is why I joined the Young Enterprise Team in school. I was the marketing director for our team. I created an advertising campaign and persuaded people to buy our products which were: keyrings, cards and bookmarks. I learnt a lot about how to work in a team, which is an important skill in business.

Outside of school I am involved in the Duke of Edinburgh's Award. For this, I am helping children at my local Cubs Group, leading games and activities. For my physical recreation, I have joined an aerobics class which helps me to relax and keep fit.

I have a part time job in a shop which involves pricing stock and selling gifts. I handle money and take orders, which involves mental arithmetic and personal skills. This has helped me to gain confidence in dealing with the public. I also volunteer as a babysitter for family friends, which shows that I am responsible and reliable.

I have decided that I would like to pursue a career in marketing. Therefore I am applying to do an NVQ Level 3 in Business, along with A-Level Art. I feel these qualifications will support me in pursuing this career.

What to do, and not to do, when writing a personal statement

- **DO** - use your best English, make sure your spelling and grammar is correct!
- **DO** - show off your strengths and sell yourself!
- **DO** – If you have a list of achievements or skills, you may use bullet points if it helps you summarise.
- **DON'T** - use more than one side of A4, size 12 font.
- **DON'T** - exaggerate or lie, you will be asked questions about your personal statement in an interview!
- **DON'T** - leave it to the last minute. You need to write a plan, then draft and redraft your statement.

TO WRITE YOUR PERSONAL STATEMENT YOU WILL NEED TO:

1. Plan your personal statement. Use these sections:
 - a. Personal Qualities and Skills
 - b. Achievements and Experiences
 - c. Experience of Work and Volunteering
 - d. OPTIONAL – Subjects/Courses of interest and Career interests
2. Write your first draft, read it back for errors, and ask someone to proof read it for you (perhaps a parent/carer, sibling or friend).
3. Using their feedback and suggestions, redraft your statement and get it proof read again, perhaps ask several people's opinion.
4. Finally, type up your personal statement and upload it to the assignment on your tutor group page on Microsoft Teams (you can paste it into the word document called 'Complete Work Here', but remember to save your own copy for safe keeping)