

# Personal statement worksheet

This worksheet is designed to help you think about what information you could include in your personal statement. Print it out and use it to make notes on which to base your personal statement.

Remember it is the same personal statement for all courses you apply to. Avoid mentioning universities or colleges by name, and ideally choose similar subjects. If they're varied then write about common themes – like problem solving or creativity.

## About the course

Write down why you are applying for a particular course.

Why does this subject interest you?

(Demonstrate that you understand what is required to study the course).

Why do you think you are suitable for the course(s)?

(Say what particular skills and experience will help you to succeed).

Do your previous studies relate to the subject you have chosen? If so, how?

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Have you taken part in any other activities that demonstrate your interest in the subject?  
(These could be from education, employment or work experience, or from hobbies, interests and social activities).

## Skills and achievements

Note the skills, knowledge, achievements and experience you have that will help you do well at university.  
(E.g. positions of responsibility that you have held both in and out of school, and attributes that make you interesting, special or unique).

## Hobbies and interests

List 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.

## Work Experience

Note details of jobs, placements, work experience or voluntary work, try to link any experience to skills or qualities related to the course.

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## Mature students

Explain what you've been doing since leaving education. If you're not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

## International students

State why you want to study in the UK and why you can successfully complete a course that is taught in English. Say if some of your studies have been taught or examined in English and if you have taken part in any activities where you have used English outside of your studies.

## 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

- Use your best English and don't let spelling and grammatical errors spoil your statement
- 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
- Be enthusiastic – if you show your interest in the course, it may help you get a place
- Expect to produce several drafts of your personal statement before being totally happy with it
- Ask people you trust for their feedback.

### DONT

- 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.