



Personal Statement Guidelines



General Guidelines to Writing Your Personal Statement

Your Personal Statement needs to be no more than **4000 characters** (including spaces) in size and be **clearly set out in paragraphs**. Wording needs to be concise – don't ramble on! As a rough guide, your Personal Statement will take up approximately one side of A4 paper.

Remember that writing your Personal Statement is **your opportunity to SELL yourself** to the University of your choice. Universities receive many hundreds of Personal Statements from students, so you need yours to **STAND OUT** and tell them something special about **YOU!** Whilst it's not necessarily 'polite' to 'boast' about how great you are throughout your statement, it is important to clearly highlight what's good/special about you! If you have good leadership skills, for example, say so. However, try and back up your claims by giving examples.

Here is a rough guide to the overall layout of a Personal Statement:

Paragraph 1

- What University course are you looking to do and why?
- Why have you got a passion/interest for this subject? Where does it come from?
- Where do you hope the degree will lead you?

Paragraph 2

- What is your academic background at present? (that is, what subjects have you studied & enjoyed that are relevant to your application?)
- What key attributes (skills) have you gained from your subject study? For example, has studying media given you a greater understanding and appreciation of what goes into producing a radio programme or film?

Paragraph 3

- Are there any specific personal achievements you could mention?
- For example, are you a competent sportsman? If so, do you play for an academy team, or have you represented your county at football/rugby/ cricket? Do you have a flair for music and the arts? If so, do you play in a band, or are you part of an amateur dramatics group? Do you do volunteer work for charity?
- What attributes did you gain from these experiences? For example, has being captain of your football team helped to develop your leadership skills?

Paragraph 4

- Within the confines of school, what have you contributed to outside of your studies? For example, have you ever run school council meetings? Are you a prefect? Have you regularly helped out with school events.

Continued overleaf/

Paragraph 5

- What kind of person are you? Are you kind and friendly? Confident? Approachable? Popular? Reliable? Hard-working? Self-motivated? Helpful? Easy to talk to?
- What is your attendance level at school? 100%?
- What other interests/hobbies do you have? For example, do you enjoy photography, or painting? Do you collect anything of interest, or love the theatre/cinema? Do you enjoy following your favourite football team? How do you spend your time socialising?

Paragraph 6

- What do you hope to gain from University?
- Summarise how your personal skills will help you succeed at University. For example, 'I am a hard-working and self-motivated individual with a real passion for xxxx. I feel that these qualities will help me.....'

And finally....

Once you have put your **first draft** together, you need to give a copy **to your Personal Tutor** so that s/he can make comments and suggestions as to how you can improve it. Once you have put together your **second draft**, you then need to give **Mr Sanders** a copy for him to amend. It may take a number of attempts to get to the finished article, but it'll be worth it!!

GOOD LUCK!