

# SAN Careers – Personal Statement Guide



Your personal statement is a way of conveying your reasons for wanting to study at a particular college, do a type of course, and to also demonstrate your ability to complete the course successfully. The application process for college can be very competitive and a strong personal statement is crucial to ensure your chances of success.

There is no single, right way of writing a personal statement. However below are a few suggestions on what to include (you may want to use some or all of the points below to help structure your personal statement).

**Please note:** You have a 5000 character limit on LOMO's Personal Statement section.

## • **Introduction**

Here you could outline:

- ✓ Who are you and/or where are you currently studying
- ✓ What are you applying for (e.g. English literature, bricklaying, childcare)
- ✓ Your reasons for wanting to study your chosen subjects
- ✓ Your reasons for wanting to study at that particular college (e.g. what makes that college stand out for you? – Not just because the college/provider host the course you wish to study)

You should demonstrate enthusiasm for your chosen subject/s, course type and college, and show that you have a good understanding of the subject area and college you are applying to. Failure to personalise your personal statement to a college and course could suggest you are not serious about your post 16 college choices.

## • **Talk about your school subjects**

In this section you should discuss your strengths and key skills and relate them to what you are applying for. This will demonstrate that you are capable of accomplishing the course/s successfully.

## • **Discuss any position of responsibility you may currently have or may had previous**

This might include being a Student Leader, Prefect, Peer Mentor, Sports Leader, Expert Learner etc.

## • **Talk about non-GCSE activities in school**

What skills, knowledge, and experience have you developed from these experiences? How useful were these experiences? You could also include assisting at open evenings, taking part in drama productions, school fundraising events, projects, sports teams, meetings etc.

## • **Talk about work experience and community outreach**

Do you have a part-time job? Do you volunteer? Have you taken part in any work experience/work shadowing? Have you taken part in any Virtual Work Experience?

What skills, knowledge, and experience have you developed from these experiences?

## • **Talk about extra-curricular activities outside of school**

This could include any hobbies or interests (rock climbing, gym, youth club etc.). You could also talk about any additional certificates/awards you have achieved such as Duke of Edinburgh, sports achievements, music awards (e.g. Grade 4 Piano) etc. It can also include any charity/fundraising activities you have taken part in or organised outside of school. Don't forget to mention if you are signed up to do the NCS (National Citizenship Service) at the end of Year 11.

## • **Write about your plans for the future**

In this section you could write about what you would like to do in the future and why; explaining how your chosen subject/s can help you achieve this.

## **Useful sentence starters for writing a personal statement**

I am a Year 11 student at ..... School studying GCSEs in.....	My favourite subjects are....	I am currently.....
My strengths are.....	I am proud of.....	I enjoy.....
My greatest achievement(s) is/are....	I plan to.....	I hope to.....
I intend to.....	This year.....	While at school.....
Outside of school.....	Alongside my school work I.....	Last term I.....
Recently.....	During the summer.....	I work hard to.....
To develop my skills in.....	To achieve.....	To improve.....
I find / have found .....challenging/difficult	In addition.....	Furthermore.....

**What is a Skill?** A skill is something that can be developed or improved upon through training or practice. This could be in a work place or education setting.

## **Skills you can include in your personal statement**

Team work organisation	Verbal / oral communication	Good listener
Planning	Time management	IT skills
Analysing	Reading	Written communication
Problem solving	Presenting	Researching
Speak a different language/s	Leadership	Decision making
	Creativity	Enterprising

**What is a Quality?** A quality is part of your personality. It often describes the way you interact with others or behave.

## **Qualities you can include in your personal statement**

Adaptability	Flexibility	Proactive approach
Reliability	Caring / friendly	Inquisitive
Patient	Polite	Punctual
Responsible	Dedicated	Confident
Positive	Ambitious	Conscientious
Honest	Hard working / diligent	Helpful
Thoughtful	Proactive	Adventurous

## **Useful websites**

The following websites provide further information on how to write a personal statement; including top tips, Dos and Don'ts, and example personal statements:

- [www.thestudentroom.co.uk/content.php?r=15927+sixth+form+college+entrance+personal+statements](http://www.thestudentroom.co.uk/content.php?r=15927+sixth+form+college+entrance+personal+statements)
- [Tips for writing your personal statement \(thecompleteuniversityguide.co.uk\)](http://thecompleteuniversityguide.co.uk)

## **Example personal statements**

Over the page, you will find an example of a personal statement. Evaluate what you like and dislike about the example personal statement. Consider things such as: is the content clear and informative? Is the content free from spelling and/or grammatical errors? Do you know what the applicants want to study at college and why? (Reviewing example personal statements can help you to develop your own).

## Example

I am a charismatic and outgoing individual who can naturally interact with people. During discussions I am able to listen and respond to opinions of other people and put across my opinion as well. I am always reliable and responsible, with every intention of fulfilling my potential in everything I do. I prefer to stay within a close group of friends, however despite this I am able to cooperate and merge with other social groups and easily create connections with my peers. I am also able to speak Bengali which helps in widening my friendship groups to people who are also able to speak Bengali.

Throughout my school years and life outside of school I have had many different interests and hobbies; however I have to say that Badminton is one of my favourite interests. I enjoy the main aspects of badminton and have a real desire to improve my knowledge and skills of the game. In addition, I enjoy watching sports on TV and finding out the latest news headlines of specific sports. These include: Football, Snooker, Boxing etc. In my spare time I volunteer at a local charity shop which helps support children hospices around Cambridge. By volunteering at a charity shop, I am able to understand how important charity is as well as having some experience in a working environment. I feel that all of these interests have shaped me into a better person, and have taught me valuable lessons, such as money handling and communication with others in the community which I can use in everyday situations.

I take great pride in being able to achieve in everything I do, whether it's inside or outside of school. Throughout my years at school, I have been awarded the Year Coordinator Award which means that for that year I have exceeded everyone in terms of levels and behaviour. The following year led me to win the Form Tutor award which means that in a form tutors eyes I have excelled in my form group and set a standard for my younger peers to aim for. Saying this I still wish to build on my experiences and achievements by focusing on what is required of me to succeed in all my courses and activities throughout my life. Furthermore my accomplishments have meant that I can succeed in everything I do, and that dedication leads to achievement.

After leaving school I intend to go to sixth form and continue my further education. The reason for this is because I want to expand my knowledge in the subjects that I want to pursue. In terms of courses, I would have to say that I would be interested in going down the science route, however specialising in Chemistry or Biochemistry. The reason I have chosen to go down this route is because from a young age I have always had an interest Chemistry and have always enjoyed the concept of being able to create consumer goods using Chemistry or medicine to help people. However I am still deciding possible careers in this sector due to the vast options for this subject. If I wish to pursue just Chemistry then I may decide to go into the chemical engineering sector. Despite saying this I still would like to go to university and get a degree in Biochemistry or Chemistry. Even though I enjoy the idea of Chemical engineering, I still can't rule out the idea of going down Biochemistry and helping people and creating medicines, which I can also pursue in University and aim for a degree in Chemistry or Biochemistry.