



# Personal Statement Writing Guide

A personal statement is a short piece of writing that explains why you want to study a course or apply for a job. Your interests and achievements. The skills and qualities you have. Your future goals. It helps the college, university, or employer understand who you are and why you are a good candidate.

\*\*\* Word Document enables you to save, update and share your personal statement with ease \*\*\*

## Some simple rules....

Do	Don't
<input checked="" type="checkbox"/> Use clear English and check spelling and grammar	<input checked="" type="checkbox"/> Exaggerate or lie
<input checked="" type="checkbox"/> Show enthusiasm for the course	<input checked="" type="checkbox"/> Copy someone else's statement
<input checked="" type="checkbox"/> Give examples to support what you say	<input checked="" type="checkbox"/> Name other colleges/providers
<input checked="" type="checkbox"/> Save the document - It is a working progress	<input checked="" type="checkbox"/> Use AI - This is not personal
<input checked="" type="checkbox"/> Ask a teacher, adviser, or parent to check your work	<input checked="" type="checkbox"/> Leave it until the last minute

## Paragraph 1 - Introduction

Let's get started.

### Explain

### Include:

<ul style="list-style-type: none"><li>• Who you are</li><li>• Where you study</li><li>• The subjects you enjoy</li><li>• The course/s or apprenticeship you want</li><li>• Why you want to study it?</li></ul>	<ul style="list-style-type: none"><li>• Your favourite subjects</li><li>• Skills you have developed</li><li>• Why the course/s interests you</li><li>• Why you want to study at that college/provider</li></ul>
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**Example idea:** I enjoy IT and digital media and would like to study a Level 3 IT course because I want to work in the technology industry in the future.

## Paragraph 2 - Interests and Hobbies

Talk about what you do outside of school.

### Examples:

Sports

Gaming

Art or creative activities

Reading or blogging

Clubs or hobbies (i.e. Gym)

Try to explain what skills these activities have helped you develop, for example:

Creativity

Critical thinking

Digital skills

Teamwork

**Example:** I really enjoy arts and crafts, in my spare time I have learnt 2 new stitches in sewing which I believe will support my technical training through the medical academy at (enter provider), when practicing sutures.

## Paragraph 3 - Responsibilities and Achievements

**Describe things you have done that show responsibility or achievement.**

**Examples:**

**Student leadership roles**

**Volunteering**

**Being a young carer**

**Sports teams or competitions**

**Awards or competitions**

**Work experience**

**Then explain what skills these experiences developed, for example:**

**Responsibility**

**Leadership**

**Confidence**

**Independence**

**Resilience**

**Example idea:** I play for a local football team, I attend training every week and we have recently been promoted to division 3, this has developed my confidence in communication, resilience when facing pressure in matches. I have also strengthened my leadership skills when taking the role of captain.

## Paragraph 4 – Future Goals

**Tell us about your future, think about your next steps.**

**Explain:**

**The career you are interested in**

**Why it interests you**

**How the course will help you achieve your goals**

**You could also mention:**

**Work experience opportunities**

**Apprenticeships**

**University study**

**Employers connected to the course**

**Example idea:** In studying Economics at college, I will be able to develop my knowledge in finance, markets and refine my analytical skills. I will be able to improve my knowledge of business within industries and refine my career goals.

## Closing Statement – Conclusion

**This should be concise. Summarise your key points without introducing new information or repeating yourself.**

**Example:** In conclusion, I am excited about the opportunity to continue developing both academically and personally at college. I am motivated to challenge myself, explore new ideas, and contribute positively to the college community. With my determination, curiosity, and willingness to learn, I believe I can make the most of the opportunities available and work towards achieving my future goals. I look forward to growing in confidence, knowledge, and independence as I take this next step in my education.

### Polite Reminders

Do	Don't
✓ Use clear English and check spelling and grammar	✗ Exaggerate or lie
✓ Update the statement when needed	✗ Copy someone else's statement
✓ Your personal statement will be referred to at your interview	✗ Change the provider/course details for each application (as needed).
✓ Take time to really think about yourself	✗ Use AI - This is not personal
✓ Save the document - It is a working progress	✗ Leave it until the last minute

## Sentence Starters

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 schoolwork 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....

## Skills and Qualities Bank

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

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

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

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

**Thank you and Good Luck!**