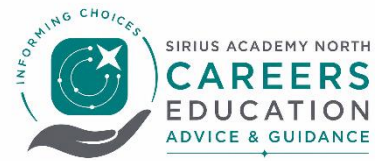


Personal Statement Writing Guide



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

Paragraph 1 - Introduction

Let's get started.

Explain

Include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Who you are• Where you study• The subjects you enjoy• The course/s or apprenticeship you want• Why you want to study it? | <ul style="list-style-type: none">• Your favourite subjects• Skills you have developed• Why the course/s interests you• Why you want to study at that college/provider |
|--|---|

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

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.

Reminders:

- **Your Personal Statement is a working document**
- **You can update your statement throughout summer**
- **You should return in Year 11 with a 70% completed statement**
- **30% will be the elements you update after visiting Post-16 providers (Commencing October)**
- **Your Personal Statement will be referenced at your interview**
- **Your Personal Statement should celebrate you, your current achievements and your future aspirations.**

Email us your Personal Statement for Review:

Miss Norman – knorman@siriusacademynorth.org.uk

Mrs Nicklin - nnicklin@siriusacademynorth.org.uk

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 foundchallenging/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	Verbal / oral communication	Good listener
organisation	Time management	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!