

How to Write a Personal Statement

Your personal statement is a way of conveying your reasons for wanting to study at a particular college, do a type of course and tell your Post 16 choices about you.

The personal statement can be divided into three parts:

- ❖ **WHO AM I?** – describe yourself, what do you enjoy

- ❖ **WHAT HAVE I DONE?** – talk about your achievements in and outside of school.
 - **Responsibilities** - This might include being a Student Leader, School Council
 - **Work Experience** – what you did do for your Year 10 work experience. Do you have a part-time job? Do you volunteer? 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.
 - **Extracurricular activities** – This could include any hobbies or interests (rock climbing, keeping fit, 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). It can also include any charity/fundraising activities you have taken part in or organised outside of school.

- ❖ **WHERE AM I GOING?** – 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.



1. **TO THE POINT** Keep your personal statement to one A4 sheet

2. **BE HONEST** Don't make out you're something you're not. If you haven't represented your country at football/netball, don't say you have.

3. **BE POSITIVE** Don't say you hate a subject- say what your favourite is (and why). "Drama is my favourite subject because I enjoy being creative." "Technology is my favourite subject because I enjoy practical work." "Sport is my favourite subject because I enjoy being active." Mention work experience: did you enjoy it? Did it change your mind about a certain job?

4. **DON'T PUT YOURSELF DOWN** You may think you don't do anything but think about it; you'll be surprised at exactly how much you do.

Here are some examples you can use:

WHO AM I?

'I am a loyal, reliable, hardworking friendly student who enjoys working and learning. I am also known for being both independent and confident.'

'I enjoy new challenges. If I am ever unsure, I do not hesitate to ask for advice.'

'I enjoy working as part of a team or group.'

'I am a hardworking person. I am practical and reliable and I'm always on time for lessons. My friends say that I am loyal and cheerful.'

'I am a determined yet quiet person with a focused attitude. I am willing to listen to new ideas given to me.'

'In my spare time I cook, read, and enjoy spending time with family and friends. I like to relax in my sparetime.'

'In my spare time I enjoy watching movies and going out with friends; I also enjoy playing cricket. Another one of my interests is travelling because you find out about different cultures and ideas from around the world.'

'In my spare time I enjoy going out with my friends, going out for meals, and hanging out with them. I also like listening to music and dancing; I am pleased that this is a subject that I have studied at school. I enjoy reading many books in my spare time.'

'My favourite subjects are English and Business Studies because I feel I will learn things in these subjects that will help me through life whatever I decide to do and help towards giving me useful skills that I can adapt into any job.'

WHAT HAVE I DONE?

'I have represented the school in several competitions. I took part in the UKMT Maths Challenge where our team came 6th out of 50 teams. I also attended the Swavesey Science Challenge twice and went to a STEM Day at Duxford.'

'I have played football for teams outside of school and showed I was committed by turning up to every training session and matches while I was playing for them.'

'I have worked hard to improve my grades in Business and ICT.'

'I was the Form Rep on the Student Council where I represented and reported on my form's views about life at school.'

'I think attending Stagecoach Drama School for 3 years helped my communication skills and self-esteem.'

'I have helped raise money for Cancer Research UK and helped organize a run. I have welcomed new students to the school and helped a few of them in their first weeks as they found their way around.'

'I was a member of the Arts Council and Art has developed me and given me an independent attitude to my work.'

'My chosen subject are Art, History, Business and Electronics. I don't do any after school subjects or extra-curricular activities, but I attend 5-a-side football sessions with my friends on Tuesdays.'

'I have a lot of younger family relatives and look after them. I also babysit for my Auntie and Uncle. I find that I must be very patient with their children and make sure that they are safe.'

'For my work experience I went to Honda. I thoroughly enjoyed myself and I learned a lot of new things that I never knew before. I would like to carry on and get an apprenticeship as a mechanic or something to do with cars.'

'For my work experience, I went to a Boarding Kennels and Cattery. This involved caring for the dogs and cats, feeding them, cleaning their pens, and walking the dogs. It involved working in a busy team, sometimes under pressure.'

'For my work experience I worked in a charity shop. I learned lots of new things by watching other people. I liked it because I was dealing with customers, and it helped me build my confidence.'

WHERE AM I GOING?

'When I finish school, I should like to go to college or get an apprenticeship in IT or Web Development. I aim to pursue a career in App Development, Web Development or be a Computer Technician.'

'When I leave school, I should like to be able to go into an apprenticeship in mechanics because I have always been into cars and the way they work. So being able to go into something I really enjoy would be great.'

'When I finish Year 11, I should like to study for AS/A2 levels. I am interested in studying Government & Politics, History, Geography and Sports Science because these subjects have always interested me. After A levels I should like to go to university but am not sure what I will study.'

'When I finish school, I am interested in attending a sixth form to get my A levels the going on to university to get a degree. I am interested in studying English, Psychology, Health and Social Care, Business Studies, and Sociology.'

'My future plans are to go to a sixth form and study A levels or STEC courses then go to university. I have decided to do Business Studies, STEC Sport, Media, Travel and Tourism or Sociology. I chose these subjects because they go together which means it will help me in any coursework or work that I do.'

'When I finish school, I would like to go to college and study A levels, In the future I am hoping to become a Primary School Teacher and would really like to teach KS 1as I love working with young children. I am very interested in studying English at A level as I enjoy all

aspects of the subject. I am also interested in studying Sociology and I am sure that learning about human social behaviour, its origins and behaviour will be very revealing.'

'I am keen to study hair and beauty at college and would like to own my own business.'

'When I finish school, I would like to pursue a career in carpentry. I would like to do that because my aim is to get into the carpentry trade train to be a professional carpenter. I hope to earn my own carpentry business in the future. Also, I enjoy the idea of working outside instead of working in an office. I think that carpenters will always be in high demand.'

Personal Statement Template

I am ----- and -----.

[Examples: reliable, friendly, loyal, cheerful, hardworking, practical]

I enjoy ----- and -----.

[Examples: listening to music, meeting my friends, playing sport, playing in a band, playing computer games]

My favourite subjects/subject at school are/is -----

This year I have made a real effort to -----

[Examples: get to lessons on time, hand my homework in, improve my English grades]

If you've received any commendations/awards mention them here

In my spare time I -----

[Examples: have a part time job (doing what?), play netball for my club, look after my sister's children, am renovating an old motorbike with my Dad]

For my work experience I worked at -----

Say where you worked during work experience.

I had to -----

Describe what you did.

I enjoyed -----

[Examples: working with other people, working with children, being a part of a team, finding out about going to work]

And would like to continue working in this type of job/but it made me realise that I would rather be working in/working as -----

[Examples: doing something practical, not working with children, working with people, working outdoors]

I am hoping to study -----at college/get an apprenticeship in -----

When I finish my course at college I am hoping to get a job as -----/work in -----
----- because I -----

[Examples: enjoy working with children, have always wanted to be a mechanic, want to travel, am a very practical person]