Personal Statement Tips

Preparation

- Check entry requirements
- Review course content thoroughly
- Make a plan – list what you want to cover
- Produce a mind map
- Start drafting early

Technicalities

- 47 lines, 4,000 characters
- One statement for all listed choices
- Draft as a Word document
- Do not exaggerate or plagiarise
- Avoid lists
- Avoid quotations

Presentation and Style

- Logical structure – beginning, middle and end
- Line break between paragraphs
- Formal, professional language – write concisely
- Use capital letters for nouns
- Check grammar and spelling
- Avoid negativity or humour

Introduction - 5%

- Short, concise, to the point – engages the reader
- Avoid general statements – *"Since I was 5 years old I have wanted to…."*
- Open with something personal to you
- Demonstrate your commitment to the subject
- Evidence your suitability for the course

Academic Suitability - 70%

- Show you understand the course content through talking about relevant areas of the subject(s) – what do you enjoy and why?
- Critically evaluate any independent study
- Critically evaluate subject-relevant work experience/volunteering
- Demonstrate how your studies have developed the key skills needed

Extra-Curricular Activities - 20%

- Outline key roles and responsibilities
- Key achievements – awards, events etc.
- Highlight transferable skills gained
- Avoid lists – less is more

Conclusion - 5%

- Reinforce your enthusiasm for the course
- Could evidence possible future plans but you are applying for the course, not the career

Careers Department
St. Aidan's and St John Fisher Associated Sixth Form

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