



What is a personal statement?

- A personal statement is a piece of writing about yourself. It outlines why you want to study your chosen course at university. It's an opportunity to demonstrate that you have the skills, knowledge and experience to succeed on this course.
- It is submitted online as part of your UCAS application, and can be a maximum of 47 lines or 4000 characters of text.
- From your personal statement, admissions tutors should be able to find out more about you, your academic achievements, your interests and motivation for studying at Higher Education level.

Who reads my personal statement?

- Admissions tutors are university staff who set entry criteria for courses. They will assess your application, read your personal statement and decide whether or not to give you an offer.

What are admissions tutors looking for?

- Evidence that you have the skills required to be a student on the course and will contribute more widely to university life.

"Enthusiasm, motivation and focus about the subject you're applying to. Mention extra- curricular activities, transferable skills and include what your future career plans are after your degree." - Admissions tutor

Top tip

Although you complete your UCAS application online, draft your personal statement in word processing software first, then copy and paste it into the 'personal statement' section on your online application.

Top tip

Make sure you spell check thoroughly. No matter how good your personal statement sounds, if there are spelling or grammatical errors it will not give a good impression.

Getting started

Reflect on the skills you have developed throughout your academic studies and extra-curricular activities. Which of the skills below are relevant to the course you are applying for? How can you evidence these skills in your personal statement? Can you think of any more skills?

Communication
Research skills
Writing skills
Organisation
Motivation
Confidence

Presentation skills
Problem solving
Initiative
Enthusiasm
Time management
Logical thinking

IT skills
Teamwork
Self-discipline
Leadership
Resilience
Analytical abilities

Dedication
Attention to detail
Independent working
Critical thinking
Planning
Decision making

How to write about skills in your personal statement: ABC method

Listing your experiences is not enough. You need to highlight the skills you have developed and discuss how they are relevant to the course. The ABC method can help you to write about your experiences in more detail.

- A** - Activity: What have you done?
- B** - Benefit: What skills have you gained?
- C** - Course: How does this relate to the course you are applying for?

Try it for yourself! We have given you an example to help. The student below is applying for Health and Social Care.

Activity e.g. I am a student ambassador for my college.

Benefit e.g. From this, I have developed excellent communication and team working skills.

Course e.g. This is relevant to studying health and social care as being able to communicate effectively is an important skill when working on group projects.

A

B

C

A

B

C

Writing your Personal Statement

Complete the sections below - don't forget to use the ABC method.

Remember - as well as academic achievements, extra-curricular activities and work experience are valuable too.

Introduction - Why do you want to study the course? What interests you about the subject area? What aspirations do you have after university?

Academic achievements/subjects studied at Level 3 (AS, A2 levels, BTECs, etc.) - Write about your academic achievements. What academic skills and knowledge do you have that will prepare you to succeed in your chosen subject?

Work experience/employment/volunteering - Write about any skills that you have gained from work experience, employment and/or volunteering opportunities and how these experiences prepare you for university study.

Extra-curricular activities/awards (e.g. a First Aid course or Duke of Edinburgh award) - Mention any other achievements or extra-curricular activities that demonstrate you have the relevant skills for the course you are applying to.

Conclusion - Finish with a brief summary. Why should you be offered a place? Remember what the admissions tutors are looking for and leave them with a good impression.



Key Dates

March—July

Find out about your local UCAS fair and use the opportunity to talk to lots of different universities.

July

Register for UCAS and find out when Open Days are.

For CU Scarborough's Open Days visit:

www.coventry.ac.uk/cus/events.

September

UCAS applications are now open!

Now is the time to finalise your personal statement.

15 January - UCAS Deadline Day

Pay attention to your school or college deadlines as they still need time to do your reference.

February—April

Visit applicant days to help you make your decision and then pick your firm and insurance choice.

August - Results Day!

You will now get confirmation of your place on your chosen course. If your results don't go to plan you might need to consider Clearing.

Dos and Don'ts

- ✓ Do use a sensible email address
- ✓ Do keep it positive
- ✓ Do sell yourself

- ✗ Don't use your college email address
- ✗ Don't use humour
- ✗ Don't start every sentence with 'I'

Plagiarism

UCAS use 'Copycatch' a similarity detection software to check every personal statement.

Please ensure that your personal statement is your own work, and has not been copied from a friend or a website.

talk. 01723 336700 | write. cus@coventry.ac.uk

