

**Writing a Personal Statement**



## What is a Personal Statement?

Your personal statement is an integral part of your UCAS application. It's your chance to describe your ambitions, skills and experience. It allows you to demonstrate to a university why they should accept you over someone else, so it's important that you sell yourself in the best light.

### The Basics

- You write 1 personal statement to send to all 5 of your UCAS options
- 4,000 characters (including spaces) or 47 line limit. Around one side of A4
- Should be written in a word document and copied into UCAS as the Personal Statement text box on the application form does not offer spell check
- Write in an enthusiastic, concise and natural style
- Checked for plagiarism
- You do not need to include your grades (as these are elsewhere on the application)

### DO

- ✓ Research
- ✓ Write multiple drafts
- ✓ Start early
- ✓ Proof read
- ✓ Show enthusiasm

### DON'T

- × Undersell yourself
- × Use complex language
- × Use quotes or humour
- × Plagiarise, lie or exaggerate

### Transferable Skills

One of the main things that admissions tutors are looking for in your Personal Statement is transferable skills. A transferable skill is a skill you can take from one aspect of your life and apply it to another. Below are just a few examples of some transferable skills you may have acquired from your past experiences.

Research	Problem Solving
Time Management	Team Work
Organisation	Creativity
Prioritising	Analysis
Commitment	Evaluation
Multi-Tasking	Essay Writing
Observation	Critical Thinking
IT skills	Debating

Transferable skills are invaluable for university level study, so it is really important that you discuss how you have demonstrated some of these skills in the past and how they are relevant to the course that you are applying to now.

# How to write your Personal Statement

The key to writing a great personal statement is clearly demonstrating how your skills and experiences relate to your course. Use the 'ABC' method to ensure that you link back to your course each time. You don't need to write three separate sentences for each of the ABC's, however you do need to make sure that every point that you make includes all three elements.

<b>Activity:</b> What have you done?	<b>A:</b> I am the captain of the debate team.
<b>Benefit:</b> What skills have you gained?	<b>B:</b> I am confident in public speaking.
<b>Course:</b> How does it relate to your course?	<b>C:</b> This will be beneficial for a Primary Education course as I will be comfortable speaking in front of a classroom.

Your personal statement should follow a clear structure that allows the reader to understand your skills and experiences. Remember, you will need to redraft your personal statement a number of times to make sure that you really sell yourself!

## Introduction

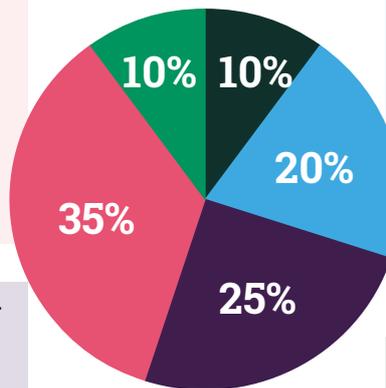
This is a general paragraph that should immediately explain what course you want to study and why you are interested in that subject.

## Academic / Course

What interests you about your chosen course and how have you gone above and beyond the school curriculum to develop your interest further? Have you read any relevant books or articles, attended lectures or followed any online courses? How did these activities inform your choice of course?

## Skills / Experience

Any notable skills and/or achievements e.g. volunteering, Duke of Edinburgh. What work experience have you undertaken, what did you enjoy/find most challenging about this? Always make sure you link why these skills and experiences will make you an excellent student on the course.



## Hobbies / Interests

Refer to any hobbies and interest you have. Link these back to your course through the skills they have given you. Alternatively, link your hobbies to university life e.g. member of the netball team, wish to continue sports at the university.

## Conclusion / Future Plans

The conclusion should be brief (1-2 sentences) and should summarise and reiterate why you are interest in the course and what would make you a good student. This is also a good place to discuss any future career aspirations.

If you use the ABC system and our structure guidelines, you will have a great Personal Statement. Take a look at some of the useful websites on the next page or feel free to contact us if you have any other questions.

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## Useful Websites

[www.ucas.com](http://www.ucas.com)

[www.university.which.co.uk](http://www.university.which.co.uk)

[www.whatuni.com](http://www.whatuni.com)

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

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Twitter – [@RoeOutreach](https://twitter.com/RoeOutreach) / [@RoehamptonUni](https://twitter.com/RoehamptonUni)

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